LETTERHEAD

[COMPANY LOGO]

[COMPANY NAME]

[COMPANY ADDRESS]

[DATE]

Dear Sir/ Madam,

This letter is to certify that Mr. Oscar Jimenez Montero was employed in a full-time basis with ABC LLC\_\_\_\_\_\_ from [mm/dd/yyyy] to [mm/dd/yyyy or Present]. He served as a DevOps Engineer receiving an annual salary of $ \_\_\_\_\_\_\_\_\_.

During Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_’s employment with ABC LLC\_\_\_\_, his/her job duties included but were not limited to: [List of job duties]

Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_ utilized skills including: [List of skills]

* Robotics Process Automation (RPA) tools
* Artificial Intelligence tools
* Agile methodology

….

We wish Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_ all the best for his/her future endeavors. Please feel free to contact me if I may be of further assistance.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Position title Address Phone Email

LETTERHEAD

[COMPANY LOGO]

[COMPANY NAME]

[COMPANY ADDRESS]

[DATE]

Dear Sir/ Madam*,*

Through this letter we certify that Ms. \_\_\_\_\_\_\_\_\_\_\_\_ was employed for our company ABC LLC\_\_\_\_\_\_ as the Marketing Specialist in a full-time basis from [mm/dd/yyyy] to [mm/dd/yyyy], receiving an annual salary of $ \_\_\_\_\_\_\_\_\_.

During her tenure with ABC LLC\_\_\_\_\_\_, Ms. \_\_\_\_\_\_\_\_\_\_\_\_ was responsible for coordinating with other marketing and sales professionals to implement innovative campaigns for branding or product launches. Her duties included researching target audiences, recording data from campaign results to add to future reports and overseeing a company’s social media channels to ensure brand uniformity. Her day-to-day duties entailed the following important functions:

* Conduct market research to identify customer trends, competitor offerings and demographic data.
* Liaise with creative teams to come up with branding ideas, graphic designs, promotional materials and advertising copies.
* Discover effective marketing and promotional channels, including media platforms to be used to relay product messages to customers.
* Investigate the performance of a company’s marketing campaigns and strategies through evaluating key performance metrics.
* Create innovative marketing campaigns depending on robust data and present the recommendations to management.
* Establish and maintain relationships with new and existing clients through networking and prospecting.
* Create goals and objectives in order to approach customers through appropriate marketing channels.
* Help in outbound and inbound marketing activities by displaying expertise in certain areas such as events planning, advertising, optimization and content development.

Beyond Ms. \_\_\_\_\_\_\_\_\_\_\_\_’s exceptional professional record and impeccable performance as a Marketing Specialist, she also possessed excellent analytical skills; good communication and interpersonal skills.

Please feel free to contact me if I may be of further assistance. Sincerely

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Position title

Company’s name

Address

Phone

Email