

To whomsoever it May Concern

I highly recommend Annie as a candidate for employment. Annie was employed by ABC Corporation as an Administrative Assistant from 20XX to 20XX. Annie was responsible for office support, including word processing, scheduling appointments and creating brochures, newsletters, and other office literature.

Annie has excellent communication skills. In addition, she is extremely organized, dependable and computer literate. Annie can work autonomously and is able to follow through to ensure that the job gets done. She is flexible and willing to work on any project that is assigned to her. Annie was swift to volunteer to assist in other areas of company operations, as well.

Annie would be an incredible asset to your institution and has my highest recommendation. If you have any further questions with regard to her background or qualifications, please do not hesitate to call me.

Sincerely,

John Lee
Manager
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