

## **Sample of a Letter of Recommendation**

To Whom it May Concern:

The purpose of this letter is to recommend Jan Doe for employment as an office manager or related position.

Jane possesses excellent office and administrative skills necessary to administer a project, while gaining the acceptance of other office personnel. The work she produces is on-time and accurate. This has made Jane a valuable part of our management team. During her employment with us, we have acquired a larger percentage of clientele. I believe her good business skills and pleasant personality have helped our business grow.

During the last three years Jane has worked her way from clerical worker to part of our management team. This is due primarily to her ability to quickly comprehend difficult tasks. Jane is a unique individual with a positive attitude, who can accept responsibility to complete a project with little oversight or direction. Her excellent secretarial skills and office administration skill make her a valuable asset. I would highly recommend her to any company seeking these qualities in an individual.

Sincerely,

Mr./Mrs. Former Employer