

## EXAMPLE OF A PROFESSIONAL REFERENCE LETTER

To Whom it May Concern:

I highly recommend (Applicant's Name) as a candidate for employment. (Applicant) was employed by (Company Name) as a (Position Title) from 2002 - 2005. (Applicant) was responsible for office support including word processing, scheduling appointments and creating brochures, newsletters, and other office literature.

(Applicant) has excellent communication skills. In addition, (he/she) is extremely organized, reliable and computer literate. (Applicant) can work independently and is able to follow through to ensure that the job gets done. (He/She) is flexible and willing to work on any project that is assigned to (him/her). (Applicant) was quick to volunteer to assist in other areas of company operations, as well.

(Applicant) would be a tremendous asset for your company and has my highest recommendation. If you have any further questions with regard to (his/her) background or qualifications, please do not hesitate to call me.

Sincerely,

John Smith  
Title  
Company  
Address  
Phone  
Email