

Job recommendation letter sample

Recommendation for a special position

HARCOURT MANUFACTURING CO.
29 BOYLSTON STREET
BOSTON, MASS.

October 10, 1921.

Mr. Gordon Edwards,
48 Tremont Street,
Boston, Mass.

Dear Mr. Edwards:

At luncheon last Wednesday you mentioned that you were in need of another advertising writer. If the position is still open, I should like to recommend Mr. Bruce Walker.

When I first met Mr. Walker he was with Bellamy, Sears & Co., Boston, and was doing most of their newspaper advertising. His work was so good that I offered him a position as advertising writer with us. He accepted, with the approval of Bellamy, Sears & Co., and has been with me for the last three years. He has written for us some of the best drawing copy that we ever used, and his work has been satisfactory in every way. He is original and modern in his advertising ideas, and knows how to express them forcefully but without exaggeration. His English is perfect.

I shall greatly regret losing Mr. Walker, but I cannot advance him above his present position, and I agree with him that he is equal to a bigger position than he has here. I hope you can give him the opportunity that he seeks. If you will see him personally, you will oblige both him and me.

Very sincerely yours,

B. A. Yeomans.