

Sample Employment Recommendation Letter

February 12, 2010

Mr. Bill Johnson
Manager, Marketing Services
ABC Company Inc.
123 Somewhere Street
City, (State / Province) (Zip / Postal Code)

Dear Mr. Johnson:

It is a genuine pleasure and honor for me to recommend Mary Smith for the Senior Marketing position at ABC Company Inc.

Mary has worked under my direct supervision at XYZ Company for of the past eight years.

During that time, I have witnessed her steady growth from a Junior Marketing Trainee into a Senior Marketing Coordinator, the position she has held for the past three years with XYZ Company.

Mary is a hard-working, self-motivated employee. She intuitively understands the scope and magnitude of projects from the beginning, and how to get them completed quickly, efficiently and effectively. During her three years as Senior Marketing Coordinator, there was not a single time that she missed a major deadline. On several occasions Mary brought projects in below budget, and I can recall at least two major projects that she completed ahead of the scheduled deadline.

Ms. Smith is creative, resourceful, and solution-oriented. She frequently comes up with new and innovative approaches to the projects that have been assigned to her. She performs well in the role of project leader, as well as a team member on projects that are under the direction of other project leaders.

Mary has superior verbal and written communication skills. She gets along extremely well with all people and is highly respected by her peers, colleagues, employees, suppliers, and customers alike.

In closing, based on my experience working with Mary, I very strongly recommend that you consider Mary Smith for the position of Senior Marketing Agent. I am sure that you will be every bit as impressed with her as I have been.

How To Write A Great Reference Letter

Y Pai



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