

Reference Letter For a Friend

Jane Doe

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Hiring Manager

ABC Corporation

123 Business Road

Anytown, USA 67890

Dear Hiring Manager,

I am writing to wholeheartedly recommend my friend, Sarah Johnson, for the Marketing Manager position at ABC Corporation. I have had the pleasure of knowing Sarah for 15 years, and during this time, I have witnessed firsthand her exceptional qualities and abilities.

Sarah is an individual of remarkable character and integrity. She consistently demonstrates dedication, empathy, and reliability, which have earned her the respect and admiration of everyone who knows her. For instance, Sarah organized a community fundraiser that raised over \$10,000 for local schools, showcasing her leadership and commitment.

In addition to her admirable personal qualities, Sarah possesses a diverse skill set that makes her an excellent fit for the Marketing Manager position. She excels in leadership, communication, and problem-solving, and her ability to develop and execute successful

marketing campaigns is truly impressive. I have no doubt that Sarah will bring the same level of excellence and dedication to ABC Corporation.

One of the most notable aspects of Sarah's character is her unwavering commitment to helping others. She has been actively involved in volunteer work at the local food bank, demonstrating her genuine desire to make a positive impact. This sense of responsibility and compassion is just one of the many reasons why Sarah stands out as an exceptional individual.

I am confident that Sarah will be an asset to ABC Corporation and will excel in the Marketing Manager position. She has my highest recommendation, and I firmly believe that she will exceed your expectations.

Please feel free to contact me at (555) 789-0123 or janedoe@email.com if you require any further information.

Sincerely,

Jane Doe

Marketing Director

janedoe@email.com

(555) 789-0123