To Whom It May Concern:

This letter is my personal recommendation for Cathy Douglas. Until just recently, I was Cathy's immediate supervisor for several years. I found her to be consistently pleasant, tackling all assignments with dedication and a smile. Her interpersonal skills are exemplary and appreciated by everyone who works with her.

Besides being a joy to work with, Cathy is a take-charge person who is able to present creative ideas and communicate the benefits. She has successfully developed several marketing plans for our company that have resulted in increased annual revenue. During her tenure, we saw an increase in profits that exceeded $800,000. The new revenue was a direct result of the sales and marketing plans designed and implemented by Cathy. The additional revenue that she earned helped us to reinvest in the company and expand our operations into other markets.

Though she was an asset to our marketing efforts, Cathy was also extraordinarily helpful in other areas of the company. In addition to writing effective training modules for sales representatives, Cathy assumed a leadership role in sales meetings, inspiring and motivating other employees. She has also served as a project manager for several key projects and helped to implement our expanded operations. She has proven, on several occasions, that she can be trusted to deliver a completed project on schedule and within budget.

I highly recommend Cathy for employment. She is a team player and would make a great asset to any organization.

Sincerely,

Sharon Feeney, Marketing Manager ABC Productions