

## Sample 1

### To Whom It May Concern:

This letter is my personal recommendation for Sarah Powell. Until just recently, I have been Sarah's immediate supervisor for several years. I found her to be consistently pleasant, tackling all assignments with dedication and a smile.

Besides being a joy to work with, Sarah 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 revenue. During her tenure, we saw an increase in profits that exceeded one million dollars. The new revenue was a direct result of the plans implemented by Sarah.

Though she was an asset to our marketing efforts, Sarah was also extraordinarily helpful in other areas of the company. In addition to writing effective training modules for sales representatives, Sarah assumed a leadership role in sales meetings, inspiring and motivating other employees.

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

Sincerely,

Sharon Farel Marketing Manager ABC Productions