Joh¥\ *SMith*

:l-2.3 *Mai¥\ Street A¥\ytow¥\\_,* CA *:l-2.34S SSS SSS- SSSS*

jsM ith@eMai(.COM

How To Wiki



.....

*SepteMber* :i\_, *2o:i* 8

Ja¥\e Kief

Director\_, HuMa¥\ Resources A¥\ytoW¥\ Ridi¥\g I¥\Stitute

:l-2.3 *Busi¥\eSS Rd. A¥\ytow¥\\_,* CA *S432.:l-*

*Dear* Ms. *Kief \_,*

I have k¥\OW¥\ Ja¥\e Doe i¥\ a variety oF capacities For Ma¥\y years. She has bee¥\ MY daughters ridi¥\g i¥\Structor For the past several years. 1¥\ additio¥\\_, she is MY part¥\er i¥\ a sMaf ( busi¥\ess where she is respo¥\Sibf e For writi¥\g a¥\d editi¥\g articles a¥\d website co¥\te¥\t.

Ja¥\e is efficie¥\t\_, detaif-orie¥\ted\_, a¥\d extreMefy coMpete¥\t. She oFte¥\ successFuffy Fi¥\ishes a task we(( before the deadfi¥\e. She is extreMefy orga¥\i:z.ed\_, a¥\d ¥\ever Misses a deadfi¥\e or Forgets a¥\ assig¥\Me¥\t.

Ja¥\e afso has a¥\ excef fe¥\t rapport with people oF a( ( ages. She has taught ridiJ'\t} to both youJ'\9 chifdre¥\ a¥\d the e(derfy \_, a¥\d every age i¥\ betwee¥\. Her excef fe¥\t coMMU¥\icatio¥\ skif fs (both writte¥\ a¥\d verbal) a((ow her to CO¥\¥\ect with a(( ki¥\dS oF people a¥\d to i¥\Spire theM to put For their best effort.

1¥\ SUMMary\_, I highly recoMMe¥\d Ja¥\e For a¥\y positio¥\ or e¥\deavor that she May seek to pu rsue. She wif ( be a va(uabfe asset to a¥\y orga¥\i:z.atio¥\.

IF you have a¥\y questio¥\S\_, please do ¥\Ot hesitate to Co¥\tact Me.



