



Dear Mrs. Smith,

It's my absolute pleasure to recommend Joe Adams for the Sales Manager position with The Sales Company.

Joe and I worked together at Generic Sales Company, where I was his manager and direct supervisor from 2011-2014.

I thoroughly enjoyed my time working with Joe, and came to know him as a truly valuable asset to any team. He is honest, dependable, and incredibly hard-working. Beyond that, he is an impressive problem solver who is always able to address complex issues with strategy and confidence. Joe is inspired by challenges, and never intimidated by them.

His knowledge of sales etiquette and expertise in cold calling was a huge advantage to our entire office. He put this skill set to work in order to increase our total sales by over 18% in just one quarter. I know that Joe was a huge piece of our success.

Along with his undeniable talent, Joe has always been an absolute joy to work with. He is a true team player, and always manages to foster positive discussions and bring the best out of other employees.

Without a doubt, I confidently recommend Joe to join your team at The Sales Company. As a dedicated and knowledgeable employee and an all-around great person, I know that he will be a beneficial addition to your organization.

Please feel free to contact me at 555-123-4567 should you like to discuss Joe's qualifications and experience further. I'd be happy to expand on my recommendation.

Best wishes,
Kat Boogaard
Director of Sales
The Sales Company