ToWhom It May Concern:

As immediate supervisor for several years, this letter is my personal recommendation for Cathy Dickens for any challenging position. I found her to be consistently pleasant, handling all assignments with dedication and a smile.

Besides being joyous to work with, Cathy is a person of initiative who is able to present creative ideas and communicate the benefits thereof to everyone without any reservation. She has successfully developed several marketing strategies for our company that has resulted in enhanced revenue. During her tenure, we saw an escalation in profits exceeding one million dollars. The new revenue was a direct result of the plans implemented by Cathy.

Though she was an asset to our organization in every aspect, Cathy was also extraordinarily helpful in other areas of the company’s overall development. In addition to writing effective training modules for sales representatives, Cathy assumed a leadership role in sales meetings, inspiring and motivating the employees. She is a team player and would make a great asset to any organization.

Sincerely,

Sharon Rodrigues

Marketing Manager

ABC Productions