Dr. Geoffrey Wend

Dean

London University

July 20, 2010

Mr. Anthony Blake

President

Top Sales, Inc.

Dear Mr. Blake,

With great honor, I hereby present my official recommendation for Ms. Petra Freeman who has submitted an application as sales representative in your company.  I have known Ms. Freeman for five years and I am confident that she deserves to be employed as a sales representative in your company.

Ms. Freeman was a former student of mine and I have seen her grown academically and mature as a person.  She is an exceptional student, having maintained excellent grades until she graduated.  She is also a good team leader, constantly being chosen by her peers to lead group projects.  She is capable of doing numerous tasks at any one time and has especially excelled in the field of sales.

Should you need more information, please feel free to contact me at 020 7922 8293.

I hope this recommendation will add merit to Ms. Freeman’s application.

Sincerely,

Dr. Geoffrey Wend