**Recommendation Letter Samples**

**To whom it may concern:**

I would like to recommend Donna Doe as a candidate for a position with your organization. In her position as Staff Assistant, Donna was employed in our office from 2002 - 2006. Donna did an excellent job in this position and was an asset to our organization during her tenure with the office. She has excellent written and verbal communication skills, is extremely organized, can work independently and is able to follow through to ensure that the job gets done.

During her tenure with XXXX, Donna was responsible for supervising the department office assistants. These assistants, under Dona’s management, were responsible for many of the office's basic administrative and clerical functions. Donna effectively scheduled and managed several assistants to maintain efficient office operations.

Donna was always willing to offer her assistance and had an excellent rapport with the many constituents served by our office including clients, employers, and other professional organizations. She would be an asset to any employer and I recommend her for any endeavor she chooses to pursue.

Yours truly,

Jane Ford