March 3rd 2013

To whom it may concern,

I am writing in reference to Kathryn Sorensen’s Job application for your company. I have been Kathryn’s supervisor for a short amount of time, but her work ethic and dedication to her job duties is truly inspiring. She manages her job well and is willing to lend a helping hand whenever needed. Her dependability is a major quality that stands out because if ever in need, she is willing to step in and help. Kathryn was responsible for Customer service duties, such as helping customers with any questions they have and receptionist duties as well.

Kathryn has excellent customer service skills as well as exquisite computer skills. In addition, she is organized, polite, and reliable. Kathryn can work with a group of colleagues or on her own. She can easy adapt to the circumstance and get her work done in a timely manner.

Kathryn would be a tremendous asset for your company and has my highest recommendation. If you have any further questions with regard to her work ethic or qualifications, please do not hesitate to call me.

Sincerely,

Jackie Schafer

Property Manager

Robinson Co. Realtors

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