Megan Greene

Sales Director

Acme Incorporated

14 Oak Drive

Anycity, CT 32444

555-222-3333

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May 26, 2020

Marlene Gray

Domestic Sales Manager

CBI Industries

321 Main Street

Bigtown, NY 12000

Dear Ms. Gray,

I am writing to you regarding Mark Slade, who has applied for the position of sales associate with your company. Mark has worked in my department as a sales associate since graduating with honors last year from University of Connecticut. We hired him after graduation in part due to his outstanding performance as an intern the previous summer.

Mark has been a fantastic addition to my team. He assimilated easily into our department, quickly and thoroughly learning about all of our products, not just those he was responsible for selling. His enthusiasm for his work and his superb communication skills made him an instant asset to the company. Mark exceeded his personal goals for every quarter and even made time to help his peers close particularly difficult sales. Mark is competent and organized, and his positive attitude and sense of humor made him popular among our customers as well as his colleagues.

I believe that Mark has a tremendous amount of potential and would be an outstanding addition to your staff. I would have no reservations about hiring him again and am confident in recommending Mark for employment with your company. If you have any further questions or would like to speak with me personally, please feel free to contact me.

Sincerely,

Megan Greene