**Subject:** Jane Applicant Reference

To Whom it May Concern:

I highly recommend Jane as a candidate for employment. Jane was employed by Acme Retail as an Administrative Assistant from 20XX to 20XX. Jane was responsible for office support, including word processing, scheduling appointments and creating brochures, newsletters, and other office literature.

Jane has excellent communication skills. In addition, she is extremely organized, reliable and computer literate. Jane can work independently and is able to follow through to ensure that the job gets done. She is flexible and willing to work on any project that is assigned to her. Jane was quick to volunteer to assist in other areas of company operations, as well.

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

Sincerely,

John Lee

Manager

Acme Retail

123 Business Rd.

Business City, NY 54321

555-555-5555

john.lee@email.com

**Subject:** Maxwell Jones Reference

Dear Mr. Green,

I was pleased to hear that Maxwell Jones has applied for the position of sales manager with XYZ Enterprises. Max worked for me as a sales associate at CNE Inc., from 20XX to 20XX. He is a creative and dedicated salesman, who consistently surpassed his quotas, and had a very high customer rating.

Maxwell is a motivated employee and an excellent leader. Although he was an associate in my department, he took the initiative to mentor new hires and set a positive example for the team. I can enthusiastically recommend him for a management position.

If you have any questions or would like any other information, please contact me.

Sincerely,

Rebecca Holt

Sales Director

CNE Inc.

123 Business Rd.

Business City, NY 54321

555-555-5555

rebecca.holt@email.com