

Date, 20...

To Whom It May Concern,

During the one year I have been the candidate's _____ at
_____, I have witnessed him display exceptional organizational skills,
leadership ability, strong work ethic, compassion and teamwork as a

I am confident that the candidate's attitude and skills would make him a valuable contributor to any organization. Please do not hesitate to contact me with any additional questions you may have.

Sincerely,
