

Charlie Rodriguez

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Josh Lee
Director
Acme Retail
321 Business Ave.
Charlotte, NC 28213

Recommendation for Michele Moody

Dear Dr. Sylvia Lee,

I have worked very closely with Ms. Moody during the several years that she has served as an assistant in my office. Michele has excelled in this role, exhibiting one of the highest levels of productivity I have seen in an assistant during my 20-year tenure with the company. Michele produces a high volume of work while consistently maintaining high standards for quality and accuracy.

Michelle possesses the ultimate "can do" attitude while taking on all tasks with a positive energy and a smile. Her upbeat personality and engaging personal style enable her to interact effectively with clients and staff. She is very well organized and keeps track of the details necessary to coordinate events of this kind and run an efficient office.

Proactive in anticipating rising administrative needs, she takes initiative to go beyond the expected parameters of her job.

All the intangibles that lead to success in the workplace are in order with Michele. There will be no unpleasant surprises and I am confident she will fit in and add to office morale.

I volunteered to write this recommendation for Michele because I am very grateful for her contributions to our office and very confident that she has the intelligence, work ethic, and communications skills to add value wherever she works.

Please feel free to contact me if you have any questions about this outstanding young woman.

Sincerely,

Charlie Rodriguez
Manager
Acme Supplies