

Friday, March 25, 2011

Dear Human Resource Manager:

I am writing this reference letter at the request of Phil Swain who is applying for employment with your company.

I have known Phil Swain for nearly two years in my capacity as Professor of Mathematics at St. Lawrence College in Kingston. Most recently, Phil took Quantitative Methods for Marketing from me and earned an A+. He was one of my top students in the class of 50 pupils. Phil maintained outstanding grades and excellent attendance throughout the term. He did not hesitate to volunteer answers in class discussions and always completed his assignments punctually and accurately.

Phil has a number of strengths that make him an ideal candidate for a position with your company. Phil is hard-working, well-organized, motivated, and polite. He is honest and conscientious. He undertakes all tasks willingly and diligently. He has excellent written and verbal communication skills, is extremely organized, can work independently and is able to follow through to ensure that the job gets done. Phil is also a self-starter. He initiates projects on his own.

In conclusion, I would highly recommend hiring Phil for any position for which he is qualified. He will be an asset to your organization. His strong background in business, marketing, and management give him bright career prospects.

If you require any further information, please do not hesitate to contact me.

Thanks,

Melanie A. Christian
Professor of Mathematics/Quantitative Methods
School of Business
(613) 544-5400 ext. 1147