

To Whom it May Concern:

I highly recommend Alex Wikstrom as a candidate for employment. Alex was employed by Company Name as an Administrative Assistant from 2002 – 2005. Alex was responsible for office support including word processing, scheduling appointments and creating brochures, newsletters, and other office literature.

Alex has excellent communication skills. In addition, she is extremely organized, reliable and computer literate. Alex 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. Alex was quick to volunteer to assist in other areas of company operations, as well.

Alex would be a tremendous asset for 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,

Previous Employer

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