

Jim Harmer
Owner, Improve Photography LLC
16357 Copperridge Way
Caldwell, Idaho 83607

To whom it may concern,

I am eager to recommend Christine Larsen to your company. Being a business owner, I understand the difficulty of selecting the right candidate for a position, so I hope this letter will help you to understand how Christine has performed over the last year that she worked here.

I would like to tell you three notable things about Christine's work ethic:

(1) Christine was hired to fill a new position in the company. I had very little training or structure to provide her with. Despite this lack of direction, she easily understood the goals we were working toward and she figured things out on her own. Having a proactive employee like Christine was tremendously valuable.

(2) Christine has a broad skill base. She was hired to fill a secretarial position but by the end of the year spent most of her time doing non-secretarial work as I came to understand that she had technological skills that we required in other areas. This saved us hiring out many jobs that she took on herself.

(3) Christine is a wonderful person to associate with. She has become a personal friend in addition to a great employee. She is friendly, respectful, and does her work in a professional manner.

As a business owner, I know what it is like to read letters of recommendation and resumes. Frankly, if Christine were anything other than a friendly, talented, and reliable person, I would share that information with you--but the truth is she would be an excellent employee in any company.

With my highest recommendation,

A handwritten signature in black ink, appearing to read "Jim Harmer". The signature is stylized with a large, sweeping initial "J" and a long, horizontal stroke extending to the right.