October 2, 20XX

Elliot Abraham

220 Roscoe Road

Northampton, MA 01060

Dear Sir:

Randall Jasmine was employed at Flatland Hosting Company from April 2004 through August 2007 and worked as Director of Support Services under my supervision for the latter two years. In that position, he was responsible for managing support staff, as well as responding to customer service issues and assisting projects toward completion. During his time here, Randall approached each assigned task in a positive manner, was very conscientious about productivity, and displayed an attitude of dependability and cooperation.

Randall repeatedly demonstrated the ability to accomplish assignments independently, while also working very well as a team member. He frequently sought out new assignments and willingly took responsibility for new tasks even when it required learning additional skills.

Randall is a motivated and hard-working individual who would be an asset to any company, just as he was at Flatland Hosting Company. I highly recommend him for employment. Please let me know if you need further information.

Sincerely,

Josephine Lawson