

Recommendation Letter for a Friend

Hannah Lee

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July 1, 2019

Pat Smith

ABC, Inc.

5437 Seventh Ave.

New York, NY 11101

Dear Ms. Smith,

I am writing in reference to Armando Harmon. We have been neighbors for the past three years, and I have always known him to be an ambitious and highly motivated person. I believe that his self-starting tendencies and strong vision make him an ideal candidate for the Account Coordinator position at ABC, Inc.

When I met Armando, he had just graduated from New York University and was planning to pursue a Master of Business Administration. We initially connected at a community event, and I could immediately see that he is a driven individual with substantial potential. Over the years, we have volunteered for several neighborhood initiatives, which gave me the opportunity to see his leadership and teamwork skills firsthand. He recently led a community fundraiser, which involved coordinating a project plan, managing a team of 10 people and generating record-breaking contributions.

In the past three years, Armando has also obtained his MBA, completed a professional certification and earned a year of work experience at Lawson Financial. During his time at Lawson, he has progressed from an intern to a junior associate role. His business acumen, strong self-motivation and leadership capabilities make him highly qualified for the Account Coordinator role at ABC, Inc. Given his experience, qualifications and constant improvement, I believe he will be a top performer at your company.

Please let me know if you have any further questions about Armando's qualifications as I would be glad to provide more insight. I can be reached by phone at 4320216-9946 or email at hannah.lee@email.com.

Best regards,

Hannah Lee

Personal Recommendation Letter For A Friend

Nazish Nawaz



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