

Regional Transportation District

1600 Blake Street
Denver, CO 80202-1399
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Barbara McManus, Executive Manager, RTD Board of Directors

To whom it may concern,

It is with great pride that I write this letter of recommendation to you for Sophie Padilla as a candidate for your open position. Sophie has worked successfully in the RTD Board office on a temporary basis for a number of months. I am very pleased with Sophie's dedication to help in all aspects of the Board Office operations and her willingness to utilize her versatile skill set to enhance our production. Your organization can only benefit greatly by adding Sophie to your team.

Sophie is an organized individual who always performed in a professional manner. She was able to keep me organized as well as the Directors by managing expenses, booking events and managing the Board office calendar of Director Activities. I was always able to find the information I was looking for.

Sophie is very responsible and has taken no unscheduled days off in her time with me. She worked late when necessary on meeting nights and took the time to accomplish tasks, manage the workload was instrumental to organizing our end of year tasks as the custodian of record for the RTD Board of Directors. I knew that when I needed her there, she would be there.

If you are looking for a responsible, customer service oriented team member who will make your job easier, then look no further than Sophie. If you would like more details, please feel free to call me at 303-299-2307 or email me at barbara.mcmanus@rtd-denver.com.

Sincerely Yours,

A handwritten signature in cursive script that reads "Barbara McManus".

Barbara McManus
Executive Manager, RTD Board of Directors
Regional Transportation District

Sample Recommendation Letter To Board Of Directors

Cyril Chern



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