

Bob Johnson

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July 9, 2020

Janice Smith
Marketing Director
ABS Marketing
10 Miles Road
Stanford, NC 11289

Dear Ms. Smith:

It's my pleasure to recommend Linda Barron for the position of marketing manager at your company. Ms. Barron and I worked together for just over two years when she was a marketing coordinator in my department at XYZ company.

During her time at XYZ, Ms. Barron was diligent and insightful. She was eager to both learn and implement marketing strategies. Ms. Barron mentioned to me that this prospective role at your company would involve leading initiatives aimed at growing prospect lists. She's remarkably well-suited for that task. At XYZ, with help from our whole team, Ms. Barron organized and led our e-learning campaign, geared toward getting prospects in the door. The campaign was a tremendous success.

I recommend Ms. Barron without reservations — she'd be a stellar addition to your company. Please do not hesitate to reach out with any questions. You can reach me at this email address or at (555) 555-5555.

Sincerely,

Bob Johnson (signature hard copy letter)

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AN Whitehead



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