



## My Second Home Early Learning School

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January 6, 2017

Dear Hiring Manager,

It's my pleasure to provide this letter of recommendation for Robin Treadway as she seeks an opportunity for employment or education with your organization. As an Administrative Assistant, I have been working closely with her for approximately 1.5 years. Robin demonstrates excellent communication skills and consistently meets or exceeds company quotas. On a personal level, she's a team player and is willing to go the extra step to assist others, both qualities that have served her well in her role as a Director.

Not only does she provide stellar service to existing clients, but she has established a number of new relationships during her time at MSHELs. Robin has the combination of business acumen and communication skills that makes her an outstanding leader and team player. She has a very strong grasp of technology. She thoroughly understands our software and has no problem with assisting others as needed for the benefit of the team.

In closing, I'd like to restate my strong support for Robin's application to your organization. I'm confident that she will surpass your expectations in any given new role. Robin is driven, self-confident, proactively helpful, and smart, and I know she will continue to find success with any organization that she becomes a part of. Please feel free to contact me at (614) 449-6688 with any other questions. Thank you for your time.

Sincerely,

Foxie Clemens  
Administrative Assistant