

# Character Letter of Recommendation

From,  
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07-09-2000

To,  
Calista Wise  
7292 Dictum Av.  
San Antonio MI 47096

Subject: Letter of recommendation for Frank Hardy

Dear Calista Wise,

As an administrative manager of the Music Instruments Corp., I would highly recommend Frank Hardy as an employee. I have known Frank for four years as his direct manager at Music Instruments. Frank has taken up a variety of roles, first as a receptionist, then as a cashier, then as a sale person, all in the short duration of four years. Frank was also responsible for providing office support, including complaints handling, scheduling appointments, creating advertisement brochures, flash campaigns and other office literature. He became adept at handling and understanding the intricate details of all the instruments we sold, and that helped him greatly during the advertisements and complaints handling. Not to mention that he was a stellar salesperson when he could be, with his detailed explanations and intuitive understanding of the customer's concerns and addressing them in the best way possible. Frank has excellent communication skills apart from a great memory and a burning passion for learning new things. In addition to that, he is organized, meticulous, reliable and very computer literate. He can work independently and always gets the job done. He is also fast, flexible and willing to work on any projects with deadlines which are assigned to him. Frank is also very respectful and is a great person to work with because of his easy going and sharp nature

Frank will be a tremendous asset wherever he works, and he has my highest recommendation. Please do not hesitate to get in touch with me if you have any further questions regarding his qualifications or his abilities.

Yours Sincerely,  
<Signature>  
Kyla Olsen  
<Title, Organization>  
<Phone number>

