321 B, Gill Street,

Baltimore,

MD 21210

10th May 2016

HR Manager,

KOS Enterprises Pvt Ltd.

Northern star road,

New Southdales

Dear Sir,

I would like to recommend Jane Adams as a candidate for a position with your organization. From January through August 2013, Jane worked as an intern at AR Designs (Pvt) Ltd. During this time, she was a member of my project team, and we worked together very closely. Although Jane was new to the field, she quickly built up a reputation as a friendly and generous colleague who was always glad to help the team. She was one of the smartest members of my team, and whenever presented with tricky or intricate problems, she quickly came up with great and practical ideas on how to solve them. She was very enthusiastic and was always willing to go the extra mile. Jane also has very impressive soft skills and can easily cooperate with the most diverse kinds of personalities.

I am without doubt that Jane will be a valuable employee in your company. I enthusiastically recommend her and wish her the very best for the future. Sincerely,  
  
Sincerely,

Miriam Boylen

HR Executive

AR Designs (Pvt) Ltd.

Tel: +833729037