

Your Name
Your Street Address
Your City, State Zip
Current Date

Ms. Samantha Blake, CEO
Ridgeline Industries
410 Wellington Parkway
Huntsville, AL 35611

Dear Ms. Blake:

I am pleased to recommend **Stacey Alim** for a position with your company. I have known Stacey for two years as she progressed through the Business Administration program at Lake Charles Community College.

Stacey is a very honest, responsible, motivated, and knowledgeable student. She always takes leadership roles in class, but is very willing to learn from others. She was recently named the Outstanding Business Student at LCCC and also earned a spot in the Top 100 Community College Students in the nation. In addition to her excellent scholastic accomplishments, she has proven her leadership ability by organizing a softball league in Minnesota to provide an opportunity for young people to compete and learn good sportsmanship.

In my opinion, her most outstanding character traits are her judgment, intelligence, work ethic, and drive for excellence. As one of our top students, I hope you will give her every consideration for employment in your organization.

Stacey would be an asset to any organization and she has my wholehearted support. I am happy to serve as a reference for her.

Sincerely,

Your Name
Title