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100 Broadway Lane, London, UK NW60GE | | M: (020) XXXX XXXX | example-email@example.com

Dear Mr. Drake:

I understand my former employee Sylvia Coles has applied for a Civil Engineer position with your company. I had not heard from Sylvia in some time and was thrilled to hear she was still meeting my expectations regarding her great potential.

Sylvia's relocation left a big hole here at Captivity. In her three years with us Sylvia went from Associate Engineer to becoming my right hand. She was closely involved in all my interactions with public utility companies developing and executing projects often on her own while I simply reviewed her exemplary work. Besides working with me Sylvia also played a part in private construction jobs and was instrumental in the development of several successful architectural designs.

I cannot stress enough the benefits I believe Sylvia will bring to your operations. She has proven consistently to be a team player an exceptional solo operator and a sound negotiator finding innovative solutions to complex problems. She has never missed a deadline and never showed signs of stress under the most pressured circumstances.

I think anyone that chooses to hire Sylvia Coles is making a smart move.

Regards,

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