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To Whom it May Concern:

The purpose of this letter is to recommend Marie Turner-Jirak for employment as an account professional or related position.

Marie possesses excellent personal and administrative skills necessary to administer a project, while gaining the acceptance of other office personnel. The work she produces is timely and accurate. This has made Marie a valuable part of our team. During her employment within the Direct Marketing Division, we have acquired a larger percentage of clientele. I believe her good business skills and pleasant personality have helped our area prosper.

During Marie's time with Foremost Insurance Company, she went from direct marketing communications worker to part of our account management team. She was successful in each area. This is due primarily to her ability to quickly comprehend difficult tasks. Marie is a unique individual with a positive attitude, who can accept responsibility to complete a project with little oversight or direction. This was of particular help to me personally and made her a valuable asset to others as well. I would recommend her to any company seeking these qualities in an individual.

Best regards,

A handwritten signature in black ink, appearing to be 'Bryan Wait', with a stylized, flowing script.

Bryan Wait