December 18, 2019

Human Resources Director

Dear Director,

It is with great privilege that I write a letter of recommendation for Bart Kliebert, who has recently applied for a position with your company. His experience would afford you the opportunity to benefit from his vast knowledge, skills, abilities and talents to support your organizations overall strategic aim and objectives.

Mr. Kliebert is a self-starter who needs very little direction and who can be counted on to follow through on deliverables. Bart has a remarkable ability to not only learn new concepts, tools and approaches but to immediately apply what he has learned. Mr. Kliebert has a friendly personality, the ability to foster positive relationships and admirably maintain a high degree of professionalism.

Please feel free to contact me with specific questions you may have about Bart or his ability.

Sincerely, ca D. Toussaint HRM-CP

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