

# TEMPLATE FOR A JOB REFERENCE LETTER

YOUR  
LOGO

[Sender's Name]

[Position]

[Company Name]

[Address]

[Phone]

[Email]

[Date]

Dear [Recipient's Name],

I am pleased to enthusiastically recommend [Candidate's Name] for the sales position at [Company Name]. I've had the privilege of working directly with [Candidate's Name] during [time period] at [previous company name], where they served as [Candidate's Title].

During [his/her] tenure in our organization, [Candidate's Name] proved to be an exceptional professional with impressive sales skills. [His/Her] proactive approach in approaching potential clients, understanding their needs, and presenting solutions persuasively were instrumental in [his/her] success at [previous company name].

Not only did [Candidate's Name] meet but consistently exceeded set sales targets. [His/Her] ability to build strong and lasting relationships with clients not only increased sales but also significantly contributed to our company's positive reputation in the market.

In addition to [his/her] technical skills, [Candidate's Name] is results-oriented, proactive, and willing to take on additional responsibilities when needed. [His/Her] work ethic and dedication are exemplary, always striving for improvement and overcoming challenges.

It's worth highlighting [Candidate's Name]'s excellent ability to effectively collaborate with other team members and communicate clearly and effectively. [His/Her] positive attitude and ability to work under pressure are valuable assets that I am certain will benefit [Company Name]'s team.

In summary, I highly recommend [Candidate's Name] for the sales position at [Company Name]. [His/Her] proven sales experience combined with [his/her] positive attitude and interpersonal skills make [him/her] an ideal candidate for the role. I am more than willing to provide additional information if needed.

Sincerely,

\_\_\_\_\_  
[Signature]

[Sender's Name]

[Position]

[Additional Contact Information]



# Perfect Job Reference

**Liyong Dong**



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