

Administrative Assistant Letter of Recommendation

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Date]

[Employer's Name]
[Employer's Title]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Employer's Name],

I am writing this letter to highly recommend [Applicant's Name] for the position of administrative assistant at your organization. I had the pleasure of working with [Applicant's Name] for [time period] in the capacity of [your position] at [previous company], and I can attest to their exceptional skills, work ethic, and character.

During [Applicant's Name]'s tenure with us, they consistently demonstrated a high degree of professionalism, attention to detail, and the ability to work effectively in a fast-paced and dynamic environment. They were instrumental in supporting our daily operations, managing schedules, handling correspondence, and coordinating meetings and events. Their excellent communication skills, both written and verbal, helped them to effectively liaise with staff, clients, and vendors, and they consistently exceeded expectations in their role.

What truly sets [Applicant's Name] apart, however, is their unwavering commitment to excellence, and their passion for delivering exceptional customer service. They are always willing to go above and beyond to ensure that tasks are completed on time and to the highest possible standard. Their dedication, initiative, and positive attitude make them a true asset to any team.

I have no doubt that [Applicant's Name] would be an outstanding administrative assistant at your organization. They have the necessary skills, experience, and attitude to excel in this role, and I highly recommend them without reservation.

Please do not hesitate to contact me if you require any further information.

Sincerely,

[Your Name]