January 2, 2015

**To Whom It May Concern**

I have never before written a recommendation letter where the candidate and the position are such great fit. I have known Harrison Lox in a professional capacity for two years and have seen the remarkable transformation from an account intern to a full time account assistant in less than six months. As his direct supervisor, I can vouch for Harrison’s focus and knowledge of the clients’ accounts and accounting systems that are widely used nowadays.

Possessing a clear aptitude for handling client accounts, accounting controls and managing auditing duties, Harrison has been a credit to ABC Company. He has a strong conviction, tempered by good reason and judgment which are of the utmost important for someone working in the financial arena. Harrison was recently asked to assist me in resolving a complex discrepancy. He took over the investigation and provided me with a resolution within a few hours. Harrison’s talents and motivations are not just limited to his work. During staff shortage last summer, he offered to work extra hours to assist the marketing department in producing marketing spreadsheets.

Without hesitation, I recommend Harrison for an account manager position as I am confident of his ability of positively affecting the work environment he becomes part of. Please call me at (333) 333-3333 if you require any further information.

Regards,

Colleen Firth  
Account Manager  
ABC Company  
126 Gape Lane  
Cleveland, TN 71937