Harriet Beth Wheeler

Editor-in-Chief

173 Ocean Drive

Bradenton Beach, FL 39873

October 9, 20XX

Harris McCombe

Editor

Tampa Times

34 Water Street

Tampa, FL 33597

Dear Mr. McCombe,

I am pleased to recommend Harper O’Brien for the position of copy editor at the Tampa Times. As her former editor at Ocean Living Magazine, I have worked closely with Harper for the past three years and can attest to her superior writing, editing and leadership skills.

Harper began freelancing for us right out of college and immediately impressed me with an initiative that went beyond her assignments. She asked to attend monthly brainstorming meetings, to which she would bring at least three well-researched story ideas. She cultivated sources and initiated two new recurring feature departments. I am confident that she is more than prepared to bring that initiative and drive to your newsroom.

We came to rely on Harper’s sharp editorial eye to such an extent that we created space in our budget to hire her part-time for copyediting our final proofs. She is thoroughly versed in AP Style and is an excellent researcher who doesn’t hesitate to pick up a phone to verify information. Your copy will be thoroughly fact-checked and error-proofed with her in charge.

Harper is the kind of young lady who remembers birthdays, plans celebrations and makes the workplace a warm and inviting place. An excellent team worker, she edits writers gently and tactfully without sacrificing quality. She mentored a student through an internship with us, and under her guidance, the student developed a series of stories that went on to win third place in a state competition.

I am confident that Harper is ready to take on the role of full-time copy editor, and that she will be an asset to your publication. Please feel free to contact me with any additional questions.

Sincerely,

Harriet Beth Wheeler

Editor-in-Chief