

Personal Reference Letter

July 12, 2057

Jewell Ward

Philadelphia, PA 19102

Dear Ms. Ward,

I am writing to highly recommend **Lawrence Orr** for your consideration. I have had the pleasure of knowing **Lawrence** for four years, during which I have witnessed him exemplifying the desired skills and competencies that make him an exceptional candidate for the position.

Lawrence has demonstrated excellent project management and leadership skills, particularly in his ability to oversee complex projects from conception to completion, all while maintaining a high level of organization and attention to detail. Additionally, he has impressive achievements such as leading a team that increased company revenue by 20% within six months and successfully managing a critical client account that resulted in long-term business growth.

On a personal level, **Lawrence** is dedicated, reliable, and proactive. He showcased an unbeatable work ethic and the ability to collaborate effectively with others in the team, often stepping up to mentor newer members and ensuring smooth team dynamics.

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Jessica J Manson

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