Reference Letter Example

Dear Hiring Manager,

I am writing to recommend Jane Athlon for a position as a data analyst. Jane worked as a data analyst at ABC Insights, for five years, from 2018 to 2023. I was her direct supervisor during that time.

Jane is an exceptionally bright, driven, and capable data analyst. She has a proven track record of analyzing data, identifying key insights and trends, and presenting the results clearly and compellingly. For example, Jane analyzed over two years of historical data for a significant customer and identified new product opportunities that could increase revenue by over 25% yearly.

Beyond her technical and analytical skills, Jane is also a highly collaborative team player. She communicates effectively at every level of the organization. I am confident she would be an extremely valuable addition to your team.

Please let me know if you require any further information by email at Marcus@abci.co. I highly recommend Jane for this data analyst position or any other analytical role she may be interested in. She has my strongest recommendation.

Sincerely,

Marcus Gregorius

VP Marketing

ABC Insights