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To whom it may concern:

Please accept this letter of recommendation for Alexandra Grosset. In her position as Administrative Assistant, Alexandra was employed in our office from April 2013-December 2013.

Alexandra demonstrated she is a quick learner, honest and hard working. She is able to work independently and multi-task to ensure that all projects was completed in a timely manner.

Alexandra was always willing to offer her assistance and was very professional with clients and other employees. She would be an asset to any employer and I recommend her for any endeavor she chooses to pursue.

Yours truly,

Natalie Gonneau
Office Manager
Reed Energy Group Inc.