

August 9, 2023

To Whom It May Concern:

I am pleased to highly recommend Abigail Steinberg for an employment opportunity. Abigail worked for my company for over five years, first as Front Desk Manager, before being promoted to Operations Manager of our digital and print newsletter.

She is extremely bright and gifted with exceptional intelligence. She is also highly talented with excellent analytical skills.

Moreover, she is a self-starter with an outstanding work ethic. She takes ownership of projects and works hard to meet and exceed established goals. She is also very ambitious and enjoys solving complex problems. Also, she is motivated to improve as evidenced by her pursuit of a Masters in Business Administration (MBA) degree.

She flourishes when working with a strong leadership team that provides clear job responsibilities and organizational reporting guidelines. She has performed well in both remote and hybrid work environments.

If you have an employment opportunity that fits well with her career goals and skill set, I am sure that you will be pleased with your decision to add Abigail to your team.

Sincerely yours,

John K. McGill & Co., Inc.



John K. McGill, President

