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15th September 2010

**REFERENCE – CHARLES GARDENER**

To whom it may concern:

I would like to recommend Charles Gardener as a candidate for a position with your organization. In his position as Staff Assistant, Charles was employed in our office from 2002 - 2006. Charles did an excellent job in this position and was an asset to our organization during his tenure with the office. He has excellent written and verbal communication skills, is extremely organized, can work independently and is able to follow through to ensure that the job gets done.

During his tenure with Western Hotel, Charles was responsible for supervising the department office assistants. These assistants, under Charles' management, were responsible for many of the office's basic administrative and clerical functions. Charles effectively scheduled and managed several assistants to maintain efficient office operations.

Charles was always willing to offer his assistance and had an excellent rapport with the many constituents served by our office including clients, employers, and other professional organizations. He would be an asset to any employer and I recommend him for any endeavour he chooses to pursue.

A handwritten signature in cursive script that reads "David Taylor".

David Taylor  
General Manager, Western Hotel