



September 9, 2019

To Whom It May Concern,

Jane was employed by Collingwood Flowers and Home Decor as a Design Associate since October 2018. She was responsible for designing floral arrangements, sales of flowers and home decor items, customer service, telephone inquiries and web-based order fulfillment.

Jane has excellent communication and customer service skills. In addition, she is extremely organized, reliable and computer literate. Jane can work independently or as a team member. She is flexible and willing to work on any project that is assigned to her. Her design skills are exceptional, and she was always willing to assist in other areas of company operations.

Jane will be a tremendous asset to your company and has my highest recommendation. If you have any further questions regarding her background or qualifications, please do not hesitate to call me.

Sincerely,

Craig Ashton
Owner & Creative Director



Craig Ashton, Owner, Creative Director
Guy Laporte, Owner

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