

Sample Reference Letter for Accounting Assistant

June 23, 2014

To Whom It May Concer

I know Eric Humbly since he began working for First American as an accounting intern back in 2010. Owing to his immense interest in this work and an exceptional ability to learn quickly, he landed himself an accounting assistant's position before the end of the internship tenure. Since then, there has been no looking back as far as Eric's passion for accounting procedures is concerned.

Eric possesses a keen interest in numbers and how they are manipulated for accounting purposes. For someone who claims that he wasn't an ace student in school, he sure knows his work perhaps owing to the fact that he takes every task as a challenge and strives hard to complete it on time. Handling periodic reports and creating complex spreadsheets is Eric's niche: he is responsible for converting First American's manual filing system into an easy to understand electronic system which has saved the company both time and money.

Eric is responsible and dependable. He is always the first choice where projects that require detailed accounting procedures are concerned and since he is a stickler for perfection when it comes to minor details, he gains success very often.

I recommend Eric wholly for an accounting position in any organization that he chooses to apply to. I am positive that he will become an asset to any company.

Sincere regards,

Noel Berger
(Manager Human Resources)
First American Bank
(999) 333-2222
[email address here]

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American Technical Society



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