**Muster für ein sehr positives Referenzschreiben/ An outstanding reference written for a marketing assistant**

Letter of recommendation

Dear Mr Banville

John Smith has asked me to write this letter of recommendation for him and I am delighted to do so.

I was John Smith’s manager for the past year while he worked as a Marketing Assistant in my department. His many tasks included developing market research tools and organising and implementing focus group sessions at our headquarters in Munich.

He was also responsible for analysing the data obtained from focus groups. Throughout his time in my department, I was highly impressed by John’s expertise as well as his attitude towards his work and his performance on the job.

His interpersonal and communication skills allowed him to develop excellent working relationships with both our clients and the rest of the marketing team. He has the listening and interviewing skills necessary to obtain very useful information from our clients during focus group sessions, and is skilled at putting this information to practical use. John has superb analytical skills and is able to diagnose problems and devise viable solutions.

His ability to remain unflustered during times of stress, including intensive interviews and interdepartmental meetings, demonstrates his ability to work well under pressure.

I am convinced that John has a great future in marketing, and I recommend him for employment without reservation. Please let me know if you need any further information.

Nicole Mettler

Nicole Mettler Marketing

Manager Mettler & Kettler