**RECOMMENDATION LETTER FOR A PARALEGAL**

January 17, 20XX

To whom it may concern,

Sherine has worked for me every summer for the past 6 years, helping me with various cases and legal assistance within my law firm. I have degrees in both law and architecture, and I can say with certainty that Sherine’s organizational skills and professional demeanor are on par with many of the paralegals and interns I have worked with.

I am not an easy person to please and my demands are often quite particular, but my mind is put at ease by Sherine’s dependability and meticulous work ethic. She is punctual and shows incredible initiative. I always provide Sherine with a list of tasks to be completed by day’s end, but Sherine works so diligently that she often goes above and beyond what I ask of her. Even when the work is physically demanding, she demonstrates tremendous strength and stamina.

I wish I could hire Sherine every summer, but I look forward to following her accomplishments as she continues her journey through life. I am confident Sherine will be successful in any endeavor she applies herself to, therefore, I am happy to give her my highest recommendation.

Regards,

Faye Cheslock

(687) 546-5532