**Written by a Remote Manager for a Freelance Worker**

Lucia Gomez  
Chief Operating Officer  
SunStar, Inc.  
10 Solar Road  
Portland, Oregon 97207

Dear Ms. Gomez,

I'm very pleased to recommend Sara for the position of Web Designer with SunStar, Inc. Sara has worked with our clothing company, Oak Tree Co., on a freelance basis over the past several years. While I've communicated with Sara remotely via video chat and email, I've gotten to know her as a reliable employee with rock star web design skills. I have no doubt that she'll continue to create outstanding work as a full-time web designer with your company.

Sara began contributing to our E-commerce company over two years ago. She jumped in during a major push to rebrand and worked on design across the site. Sara elevated our company's aesthetic by creating elegant designs across our pages. In fact, she redesigned our central logo, which we use across all our pages and email newsletters. She's fluent in HTML, CSS, and JavaScript and has experience with website builders, like Wordpress and Wix. Sara has an artistic eye and a keen sense of user experience. We owe a great deal of the appeal and ease of use of our new website to Sara's efforts.

In addition to working on front end design, Sara also worked across our social media platforms. She helped shape our Instagram, Facebook, Twitter, and Pinterest pages and engage users with viral content. She was especially skilled with curating content on Instagram and Pinterest. Most recently, she put together a style story on one of our jewelry designers, a feature that's gotten over 2,000 shares. Between her strong sense of aesthetics and attention to detail, Sara was able to create a sleek visual experience that drew in customers and boosted sales.

While Sara has been a great talent on our team, she seeks to work for a cause about which she's passionate- environmental protection. She's excited about SunStar's mission to make solar energy affordable to the average consumer. We've had conversations about her commitment to a sustainable lifestyle and efforts to reduce her carbon footprint. I'm excited she's found this opportunity to apply her expertise as a web designer to a cause that's so close to her heart.

Sara is a creative, detail-oriented, and savvy web designer with a passion for the solar and renewables industry. She's great at working independently and can produce high-level work with little supervision. I have no doubt that she will make an excellent addition to the SunStar team. Please feel free to contact me with any questions. Thanks for your time.

Sincerely,

Arjun Gopal  
Interface Design Director  
Oak Tree Co.  
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