

To whom this may concern,

This letter details in extent of why I recommend Lauren Webster as an exemplary candidate for the role for which she has applied for within your company.

I supervised Specialist Lauren Webster in 2015 for approximately 12 months before she was released from active duty upon successful completion of her contract with the Army as a Human Resources Specialist. She was released under honorable conditions with multiple awards including those earned during her deployment.

Specialist Webster stood out from the section I managed by demonstrating great work ethic and professional attitude as well as attention to detail. Her duties included providing daily customer service to over 390 Soldiers, carrying out responsibilities and requests pertaining all Human Resources aspects including Personnel Status (accountability of any and all company members at all times), Leave and Absence, Pay (PTO and sick leave accountability), Awards (merit based/total rewards system) communication with the civilian accounting team, and annual reviews of member performance (equivalent to employee performance reviews). She is also proficient in aspects of Equal Opportunity, Sexual Harassment Awareness and Prevention, and the process, and responsibilities of Chain of Command.

Specialist Webster was a great asset and contributor to the success of our team. On multiple occasions she stood in for key positions necessary to communicate essential information between departments, paid special attention to strict deadlines, and was always honest and accountable. I recommended her as a candidate, prior to my departure, for promotion into the leadership threshold, for which I felt she was qualified for.

If you are looking for a candidate who can drive your team with perseverance, dedication and innovation, Lauren is your Human Resources representative. Her adaptability, desire to learn and grow within her field gives whatever effort she's putting her skills to a competitive edge in business management, employee relations and organizational development.

Please feel free to contact me with any questions.

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