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April 6th, 2020

To Whom it May Concern,

You are receiving this letter as an introduction and recommendation for Claire Thrasher, a valuable member of our team at Oxford. Over the last two years we have benefited from having Claire in our office. She quickly showed to be a friendly and perfect fit into our team showing great consideration for everyone around her in the office as well as our tenants. Claire has proven to hold all of the best attributes any employer could hope for, responsibility, initiative, a relaxed sociability, and steadfast reliability. Consequently, I give Claire my highest recommendation as she is bound to enrich any environment she finds herself in.

Oxford is the one of the oldest landlord's located directly next to Ohio State University with around 600 tenants. Claire's role in our office is diverse, but mainly serves as the first point of contact for current and prospective tenants. In this role she could be answering general questions, taking rent payments, assisting with the leasing process, helping the administrator manage files, or helping to solve problems delegated to her.

Oxford has two very intense busy seasons when the market leases properties for the next school year all at once and when we turn units over from old to new tenants. Claire has been able to handle these potentially stressful time periods without issue. She takes ownership of tasks and has proven to be someone that can be relied upon.

I am without doubt that Claire will be able to accomplish anything that she puts her mind to. Please do not hesitate to reach me should you have any questions or like further information to support any of the above.

Sincerely,

Jay Kerr
Director of Operations
Oxford Rentals Co.