

# Letter of recommendation



**ASSIGN  
BUSTER**

18th may Recommendation for Kathren To whom it may concern Dear Sir/Madam, It is my great honor to recommend Kathren for the post of a medical assistant. I have been very much impressed by Kathren's enthusiasm, professional demeanor, communication skills, and concern for the patients and fellow colleagues for the two years we have worked with her. During her 2 year stay in our hospital that Kathren reported to me, she demonstrated consistently all of the above qualities as well as more and I highly recommend her for any medical assistant post. It is has been a great joy working with Kathren and it hurts me to lose such as dedicated, faithful, sincere and motivated employee.

Of specific importance to me as her former supervisor was Kathren's spirit of team work, enthusiastic embrace of change, working with minimal or no supervision as well as steadfast dedication to exceeding patients' anticipations . I constantly got unsolicited praise from patients commending Kathren's exceptional service level , follow through and professionalism. Kathren is dedicated, reliable and forever enthusiastic. Her ability to keep patients calm and contented is amazing. Kathren while working with us was able to competently carry on with our exceptionally intense and demanding patient load while at the same maintaining a positive and lively attitude in addition to treating every patient with much respect. Kathren's professionalism is faultless in addition to being self-motivated and well organized. During the course of each day Kathren was tasked with interacting with various patients by taking their medical histories and subsequent recording of them in every patient's electronic medical record file, examining and looking out for vital signs, drawing blood, administering injections as well as collecting various lab specimens.

When requested to cover for clerical staff responsible for such roles as scheduling appointments, answering phones, authenticating insurance coverage as well as responding to patient's queries, Kathren gladly did so with a positive attitude with no complaints at all. Kathren, in addition has always been a dependable and reliable team player together with being well-liked and respected not only by the patients but also fellow co-workers and doctors. Kathren has demonstrated beyond any reasonable doubt a distinctive talent for calming both children as well as elderly patients especially the ones too sick, in pain or too anxious regarding their examinations.

In conclusion, it is my sincere hope that Kathren will be seriously considered for the post of medical assistant open at your place. I am fully confident that her job performance and professionalism will satisfy you as it has me in these two last years. Kathren is industrious, top-performer medical assistant. Kathren has my highest recommendation and should you desire to further discuss Kathren's conduct and performance, kindly feel free to reach me on my mobile..... or via email at .....com

Sincerely,