



*Hess Business Professionals & Associates LLC*

The Virtual Edge Your Business Deserves!

## Letter of Recommendation

August 12, 2010

This letter is to recommend Rhonda Holscher of Rhonda's Virtual Office for the position you have available.

Rhonda Holscher has served on our team since March 1, 2010 fulfilling tasks in web research, data entry, transcription, proofreading, editing of newsletter content, and email management. In June of 2010, I promoted her to a lead coordinator position.

Her role now requires her to:

- Find new business prospects and assess their needs
- Write a winning proposal
- Communicate with prospective clients
- Evaluate, hire and train new contractors
- Act as liaison between upper management, client and contractor
- Assist in evaluating new business applications that will help the company grow

Although Ms. Holscher works as an independent contractor, her dedication to each project and task is that of a business partner. It has been a pleasure working with her. I believe her ability to adapt to challenges and deliver results will exceed your expectations as she has exceeded mine.

If I can be of any further assistance in your decision to contract Rhonda, please feel free to contact me.

Best Regards,

*Diane M. Hess*

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