

January 2, 2019

To Whom It May Concern:

It gives me great pleasure to recommend Jeanne Grunert to you for a position as a virtual leader for your company.

I have worked with Jeanne Grunert many times during the past four years. Most recently, Jeanne reported to me in my role as CEO of a global marketing agency. Jeanne led the Editorial, Writing and Language Translation teams for the agency. Under her direction, we produced effective and creative sales and marketing materials that achieved or exceeded client goals. Jeanne managed virtual teams spanning several continents, time zones, and cultures with excellence and grace. She excels at writing, editing, leadership, and project management, and remains one my most valued team members. No matter what the task, big or small, I knew I could hand it off to Jeanne and be assured it would be completed on time and with attention to detail.

If you are looking for a virtual team leader, marketing manager or editorial director, I recommend Jeanne to you with enthusiasm.

Sincerely,



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