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### Work Reference letter

Dickson Oregon,  
15<sup>th</sup> New Avenue,  
Oshawa,  
Canada.

3/02/2005

Dear Mr. Oregon,

Mary Higgins has been reporting to me in the position of insurance sales agent for the past one and a half years. I have worked closely with Mary and I believe I am suited to comment on her performance and abilities.

Mary was responsible for marketing different insurance products for the company which included both corporate and personal packages. She sourced for new clients, described the features of each product and assisted them in filling applications. Mary was also in charge of ensuring that payments are received and any reimbursements are paid.

Mary is knowledgeable in sales and marketing and has exhibited the ability to influence potential customers to purchase a product and to promote the company products at the corporate level. I am impressed by Mary's work and I would describe her as a creative and hardworking sales person.

I believe Mary will be valuable to any employer. For more information please feel free to contact me.

Sincerely,

Clifford Swan

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