Matt Bowen

Branch Manager

Avis Car Rental

1300 Hart Field Road

Morgantown, W.V. 26505

November 11, 2011

To Whom It May Concern,

It is my pleasure to write this letter of recommendation for Patrick Hickey. Patrick has been an employee of Avis Car Rental in Morgantown since May, 2011. His position is of a valet and service agent. He has also garnered additional responsibilities as a sales trainee due to his interest in this position and high level of work in his original role of service agent.

Patrick is an extremely responsible, dependable employee. He completes all tasks required of him an extremely timely and efficient manner. His job responsibilities involve a good deal of trust and maturity as they involve being fully responsible for company vehicles, managing expenses involved with travel and handling substantial amount of money during bank deposits and branch transactions. I have full confidence and respect for Patrick’s abilities and business sense in handling these tasks.

Patrick has also been responsible for interacting with many other branch managers and customers and I can always count on him to give 110% in customer service and represent the Avis brand anywhere. The job is very fast-paced and unpredictable from day to day, but Pat is always quick on his feet and extremely flexible with the demands of the position. He has performed extremely well with limited supervision but is a true team player when I have needed to rely on him.

Pat’s true interest is in a sales/marketing role, which I fully see him accomplishing either here at Avis or with another organization. He is personable, and has excellent customer relation skills, even under the most demanding conditions. I highly recommend Pat Hickey as a valuable, conscientious employee with a good future ahead. Please feel free to call me for any additional information.

Sincerely,

Matt Bowen

Branch Manager, Avis