

To Whom It May Concern,

I am pleased to write this letter of recommendation for Lilian Wanjiru. Lilian began her time with Bookkeeping Conroe as an unpaid intern, and we were immediately impressed with her initiative, dedication, and eagerness to learn. She was consistent in her attendance and engagement, put in focused effort, and sought to improve her skills. Based on her performance, we offered her a paid contracting position before her internship concluded, and she later received a raise in recognition of her continued contributions and growth.

During her time with us, Lilian demonstrated reliability, professionalism, and a positive attitude. She developed valuable hands-on experience with QuickBooks Online and Double (formerly Keeper), participated actively in virtual meetings, and communicated effectively both in writing and verbally. She also took initiative to upgrade her home equipment to ensure she could perform her work at a high level.

Lilian contributed to client support through light client communication and coordination, and she helped organize file structures and keep client statements and documents properly organized and accessible. She demonstrated skill in categorization, reconciliation, and generating financial statements. Importantly, when she encountered challenges or blockers, she came prepared with thoughtful questions as well as proposed solutions, showing initiative and problem-solving ability.

Lilian's growth, skills, and dedication make her a strong candidate for any team seeking a reliable bookkeeper with practical QuickBooks Online experience and a sincere commitment to continued growth. I am confident that she can continue to grow and contribute meaningfully in her next bookkeeping or accounting role.

I would be happy to provide a professional reference for Lilian. She is dependable, diligent, and motivated, and I believe she will continue to succeed in her career.

Please feel free to contact me at thomas@bookkeepingconroe.com if you have any questions regarding her experience or performance.

Sincerely,



Thomas Grant MacDonald
Owner, Bookkeeping Conroe