

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

To Whom It May Concern,

I am pleased to write this reference letter for [Candidate's Name], who worked with me at [Company/Organization Name] as a [Candidate's Position] from [Start Date] to [End Date]. During this period, [he/she/they] consistently demonstrated exceptional professionalism and technical proficiency, particularly in the realm of computer skills.

## Computer Skills Evaluation

[Candidate's Name] is highly skilled in a variety of computer applications and digital tools. Notably, [he/she/they] is proficient with the following programs and systems:

- **Office Productivity Suites:** Advanced knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook) and Google Workspace
- **Programming Languages:** [List relevant languages, e.g., Python, Java, JavaScript]
- **Database Management:** Experience with SQL, Microsoft Access, or similar platforms
- **Graphic and Web Design Tools:** [e.g., Adobe Creative Suite, Figma, WordPress]
- **Collaboration and Communication Tools:** Teams, Slack, Zoom, Trello, or similar digital solutions

In addition to [his/her/their] technical proficiency, [Candidate's Name] exhibits remarkable problem-solving skills and adaptability to new technologies. [He/She/They] consistently stays updated on emerging digital trends and quickly masters new platforms as required.

Throughout [his/her/their] tenure, [he/she/they] led several projects where computer skills played a critical role. [He/She/They] demonstrated the ability to troubleshoot complex issues independently and collaborated effectively with colleagues to achieve project goals.

I am confident that [Candidate's Name] will serve as a valuable asset to any organization, especially in roles that demand strong computer skills and technical agility. Please feel free to contact me at [Your Email] or [Your Phone Number] should you have any further questions regarding [his/her/their] qualifications.

Sincerely,  
[Your Name]