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August 18, 1995.

To Whom It May Concern:

We have had the pleasure of having Jennifer Lee in our employ. Jennifer has performed the tasks of a secretary/receptionist/light bookkeeper in a very busy and demanding environment. Because ours is a small business Jennifer was called upon to play many roles and did so in a diligent manner.

Often I am asked what are some of the qualities that I look for in an employee. One of the qualities that rises to the top most often is perseverance. This is a quality that Jennifer exceeds in. Any task that was asked of her was taken on without hesitation and completed with little or no supervision. Jennifer helped to clean up a lot of loose ends within our office.

The quality that we will miss the most is the calm manner with which Jennifer approached potentially explosive situations, providing a sense of calm to staff and customers alike. It is unfortunate that due to changes in our company structure we will no longer have a position available for Jennifer.

I have no hesitation in recommending Jennifer for any position that requires a person whose assets resemble those of the person I have described above. Jennifer's talents will be missed in this office.

Regards,

Kelly McCarthy Secretary/Treasurer

Jerry Van Dyke President