



To whom it may concern,

I am pleased to write a Letter of Recommendation for Clayton Stewart.

Clayton Stewart worked in AGM's Quality Assurance (QA) Department from June 2012 to June 2013. During this time period, Clayton made significant contributions to AGM's QA Department. As an organization, AGM makes it a goal to hire employees that "hit the ground running." Clayton embodies this goal. From the moment Clayton started working in AGM's QA Department he exhibited a great deal of self-motivation, and was dedicated to complete each task he was assigned.

Clayton completed numerous projects for AGM's QA Department. Some of the major projects he completed were, 1) researched automated coordinate measuring machines (CMMs) helping AGM's QA Department purchase an appropriate CMM; 2) created an inspection/test worksheet to help AGM meet the requirements of Military Standard 1916; 3) created a macro driven excel program that completely eliminated employee data entry errors and increased when receiving product from purchase orders (PO); 4) created a program that automatically indexed (electronically filed) certifications and paperwork for product received on POs; and 5) Created an electronic "hot-board" to help AGM's QA and Production Departments communicate priorities and track received product.

In June 2013, Clayton, having taught himself computer programming, while working for me, was promoted to AGM's IT Department. Clayton's programing ability, attention to detail, great work ethic and ability to make improvements to business process were just some of the reasons why Clayton was promoted. I knew this promotion was in the best interest for both AGM and Clayton, however I was disappointed to lose him in my department.

Clayton is an extremely personable individual who cares about his work. More importantly, I find Clayton to be the kind of person any organization would be pleased to hire. Clayton does not just see his work as a "job," he instead realizes the importance of every task he completes, and acts more like an owner than an employee. Clayton is professional in his approach to work, highly intelligent, and pursues his job responsibilities with great enthusiasm.

I give Clayton my absolute recommendation. If you have any question, please feel free to contact me directly.

Kind Regards,

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