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September 9, 2025

Lena Stoll
The Tweed Courthouse
52 Chambers Street
New York, NY 10007

Dear Miss Stoll:

Mary Cruz has worked at our law firm for the past two years. She is very goal oriented and has a great desire to complete her tasks on time. Mary is enthusiastic and willing to ask questions.

Mary works under my supervision as a paralegal. Her responsibilities include conducting research and interviews, fact checking, writing briefs, and working with our lawyers. Mary has proven to be a hard worker and a talented writer.

I have been quite impressed by Mary's ability to complete all work assigned to her on time, if not before it was due. She follows through on all her tasks and does not rely on anyone else to ensure that the job is done well. She also keeps management informed every step of the way. She takes responsibility for her actions and is always open to suggestions or criticism.

Her research is always thorough and comprehensive, and her fact-checking is always accurate. All of our paralegals do some writing, but Mary's talents prompted us to assign her the toughest projects. Her writing is clear, concise, and evocative.

Overall, Mary is a very conscientious and able employee. I strongly recommend her for any mid-level paralegal position. Please call me if you would like to discuss Mary's talent and potential any further.

Sincerely,

Karen T. Cos
Manager

Name: KAREN T. COS

Date : 09/09/25

Section : BSIT 1D

Directions:

After you have finished your project, determine how well you have completed each Category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

Areas of Evaluation and Corresponding Score	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score and Comments
Keying Text	Letter is free of typographical errors.	Letter is free of typographical errors, with one or two exceptions.	Letter is free of typographical errors, with three or four exceptions.	There are five or more typographical errors.	3
Font	Font is 12 pt. Times New Roman (with no bold, italicized, or underlined text) throughout	Font is 12 pt. Times New Roman (with no bold, italicized, or underlined text) throughout with one exception	Font is 12 pt. Times New Roman (with no bold, italicized, or underlined text) throughout with two exception	Font is 12 pt. Times New Roman (with no bold, italicized, or underlined text) with three or more cases	4
Organization and Margins	Letter outline, margins, line spacing, and alignment are exactly as given in the directions	Letter outline, margins, line spacing, and alignment are exactly as given in the directions with one exception	Letter outline, margins, line spacing, and alignment are exactly as given in the directions with two exceptions	Letter outline, margins, line spacing, and alignment are exactly as given in the directions with three or more exceptions	3