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09/09/25

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 midlevel paralegal position. Please call me if you would like to discuss Mary's talent and potential any further.

Sincerely,

Edrian C. Dagpin  
Manager

