

Fennel Corp.

338 Orleans Lane
Brooklyn, NY 98921
(404) 555-1121

April 20, 1998

To Whom It May Concern,

Sandra Braxton worked as a human resources coordinator for two years in my department at Fennel Corp. During that time, Sandra has diverse responsibilities. She reviewed resumes to identify qualified employment candidates, conducted preliminary applicant interviews, and documented hiring-firing policy decisions for distribution to Fennel's various department supervisors.

Sandra is bright, articulate, and hard working. Her enthusiasm for the job comes through in all she does. She has a positive attitude that makes her a pleasure to work with and is one of the reasons she was so well-liked by her coworkers.

I highly recommend Sandra for any job she is considering in the Human Resources field. She would be an asset to any employer. If you have further questions about Sandra, please do not hesitate to contact me at (404) 55-1121, ext 200

Sincerely,

Kenneth Swipe
Vice President, Human Resources