

Julie Ryder
Human Resources Coordinator
Waynflete School
360 Spring St
Portland, ME 04102

February 24, 2014

Ms. Ryder:

I would like to submit this letter of recommendation for Justin Cole as a candidate for the Assistant Director of Technology in your organization. Justin works for me at IDEXX on the Customer Relations Team. He is responsible for case management of 2 technical lines of business, one of those lines of business, deals with issues relating to our practice management software.

Justin has excellent research skills as well as strong written and verbal communication skills, is extremely organized, can work independently and is able to multi-task to ensure all of his cases are completed as efficiently and effectively as possible. Justin is top performer and an asset to our organization.

He has been recognized for his outstanding teamwork and his ability to build strong relationships with both his internal and external customers. Justin is a heads down worker yet never tires of collaborating or partnering with those who need his assistance or mentoring in anyway.

I consider Justin a bright, motivated, self-directed employee. He would be a true asset to any employer and I recommend him for any endeavor (especially in the IT world) that he chooses to pursue.

Yours truly,

Karen

Karen Baldwin-Payne

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