July 18, 2012

To whom it may concern:

I would like to recommend Carol Atwater as a candidate for a position with your organization. In her position with the Division of Seniors & Disabilities Services, Quality Assurance, Provider Certification, Carol has completed many large projects including file archiving and more recently assisted in the complete file conversion and reorganization project. Currently she is training to be one of the backups for our front desk reception area, adding to her skill set daily.

Carol is doing an excellent job in this position and is an asset to our organization. She is very organized, works independently, and ensures that projects are completed in a timely manner. She learns quickly and is never afraid to ask for clarification on a task.

Carol is always willing to offer her assistance and has an excellent rapport with the many individuals in our office. She would be an asset to any employer and I recommend her for any endeavor she chooses to pursue.

Yours truly,

Sue Darby  
Office Assistant II  
Senior & Disabilities Services  
Quality Assurance, Provider Certification Unit