

GRANT & WYLIE
SOLICITORS

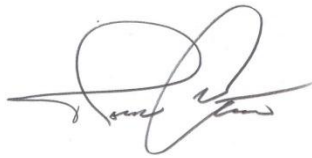
To Whom it May Concern:

I highly recommend Joe Smith as a candidate for employment. Joe was employed by Grant & Wylie Solicitors as an Administrative Assistant from 2010 - 2011. Joe was responsible for office support including word processing, scheduling appointments and creating brochures, newsletters, and other office literature.

Joe has excellent communication skills. In addition, he is extremely organized, reliable and computer literate. Joe can work independently and is able to follow through to ensure that the job gets done. He is flexible and willing to work on any project that is assigned to her. Joe was quick to volunteer to assist in other areas of company operations, as well.

Jane would be a tremendous asset for your company and has my highest recommendation. If you have any further questions with regard to his background or qualifications, please do not hesitate to call me.

Sincerely,



Shane Davis
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