

Tuesday, August 02, 2005

RE: LETTER OF RECOMMENDATION FOR MS. MUI-LING TEH

Dear Ladies and/or Gentlemen:

I am both honoured and pleased to offer my recommendation for hire for Ms. Mui-Ling Teh.

Ms. Teh was employed to support the [redacted] Department of [redacted] from June 2005 until the end of July 2005 (Summer Student Position).

Ms. Teh's initial training period only lasted one week and despite this factor, she was able to take initiative and successfully fulfill all aspects of the support position during her 2 months of employment.

Ms. Teh's main function was to conduct an internal [redacted] Invoice audit and have any discrepancies corrected, recorded and reported for adjustment purposes. In addition Ms. Teh did not hesitate to accept and complete extra tasks at the request of her fellow associates.

In this position Ms. Teh demonstrated flexibility and efficiency by maintaining submission deadlines with regards to the [redacted] System and by completing independent projects on a timely basis. Her attention to detail was evident in her ability to produce error free documentation. It was also noted that she was able to keep her focus during the busiest of days by closely monitoring incoming calls while completing her daily responsibilities.

In conclusion, Ms. Teh is a very detailed oriented and positive person who genuinely enjoys working with others and if given to opportunity, Ms. Teh would prove to be a worthy candidate for consideration.

Sincerely,

[redacted]

[redacted]

[redacted]