

October 30, 2006

Re: Recommendation for Ryan Reed

Dear Hiring Manager:

It is a distinct pleasure to recommend to you, Ryan Reed.

I was initially impressed with Ryan's enthusiasm, communication skills and professional demeanor when I hired him as my Office Assistant within the Johnson and Wales Database Department. During this time, he has consistently demonstrated all of these qualities and more, and I heartily endorse him.

Ryan is reliable, dedicated and eternally upbeat. He is able to handle a high-volume workload with thoroughness and accuracy. He has consistently met or surpassed all my expectations of an office assistant.

Ryan is an innovative self-starter, who rarely requires supervision. He is punctual, manages stress well and voluntarily works overtime to meet a deadline.

Of particular value to me as is Ryan's team player mind-set, enthusiastic embrace of change and ability to work with minimal supervision. I regularly received unsolicited praise from fellow workers commending Ryan's outstanding level of service, professionalism and follow-through.

Ryan is a hardworking, top-performing employee. I would without any reservation recommend Ryan to you. He would be a tremendous asset in any company.

He has my highest recommendation.

Sincerely,

Cindy Coates

Database Specialist, Work study Supervisor

Johnson and Wales University

(401) 598-4920