



April 3, 2014

To Whom It May Concern:

I am very pleased to forward this letter of recommendation for Sloane Ayres. We have had the privilege of having Sloane work for us since this past summer where she performed receptionist duties and did general clerical support. Sloane showed maturity and judgment beyond someone her age, was reliable, dedicated, focused and able to learn very quickly. I was particularly impressed by how quickly she learned new tasks and her willingness to do whatever was asked of her.

Sloane was always very reliable giving us her schedule at the beginning of the summer and being here exactly when she said she would be. There were even a few occasions when Sloane modified her personal appointment to work an extra shift and to accommodate special project deadlines.

Not only is Sloane a hard worker, but also a very dedicated student and a joy to know. We will always welcome her back here.

Please don't hesitate to call if I can provide you with any additional information.

With the highest recommendation,

A handwritten signature in blue ink that reads "Carolyn Murakami".

Carolyn Murakami
Human Resources Director
GHILOTTI CONSTRUCTION COMPANY

— Engineering Contractor —

246 GHILOTTI AVENUE • SANTA ROSA, CA 95407 • 707-585-1221 • FAX: 707-585-0129

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