



GlenDee / MGI
5390 Gabbert Road
Moorpark, CA 93021

Tuesday, October 13, 2015

Ref: Letter of Recommendation

To Prospective Employer:

This letter serves to recommend Jennifer Frederick-Lathem for employment. Jennifer worked for me for several years at MGI, where we both worked in the Quality Control.

Jennifers' computer skills, documentation, and attention to detail was admired in her department. She continued her tasks until completed, with little help. Her skills in inspection were excellent and she was eager to learn.

Along with inspection and documentation packet construction, she handled interaction between vendors, customers, and management well, and with conviction. I'm convinced Jennifer will be as great an asset to your company as she has been to ours.

Sincerely

A handwritten signature in black ink that reads "David Grossman". The signature is written in a cursive style with a large, looping 'D' and 'G'.

David Grossman
VP, MGI

Edith Frederick

Simi Valley, CA 93065

Cell: 805-914-9659

edithmfrederick@gmail.com

June 10, 2020

Ref: Letter of Recommendation

To Whom It May Concern:

This letter serves to recommend Jennifer Frederick-Lathem for employment within your company/ agency. For nineteen years, Jennifer acted as my personal assistant volunteered as a private individual, and I could not have been happier with her performance.

She is a very business-like individual who shows up to work on time and then wants to get right into scheduling the day. During her tenure, she has shown extreme diligence and dedication while performing any assistant with a smile. She introduced and implemented a brand-new filing system which in turn increased the efficiency with the office manifold. Jennifer is punctual, organized, capable of display great attention to detail, reliable, trustworthy, and the professional you want in your company or agency. Her ability to organize my personal and professional files helped me to maintain a hectic schedule. She even took me to doctor appointments and voiced her concerns when the doctor was not listening.

Jennifer was very well-respected among my clients, and personal information kept confidential business/personal details that I would not usually entrust to just anyone.

I know she would be a valuable employee to any business with all my health problems, but I know I won't get to see this happen for her this time around. I am positive that she's going to be an asset to any business. Please use this as an official recommendation for Jennifer because I'm probably not going to make it through 2020, and she has strict instructions not to go into the safe until after I pass away, and that's where this letter sits until then.

Sincerely,

A handwritten signature in black ink that reads "Edith Frederick". The signature is written in a cursive, flowing style.

Edith Frederick