

John Johnson
Windy City Power Systems
1234 Smith Street
Anytown, IL
90453

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To whom it may concern:

As the Chief Executive Officer of Windy City Power Systems, I have worked very closely with a number of Executive Assistants throughout my career. Julie Andrews began working with me in June of 2003, and she quickly became the new standard by which all future assistants would be judged.

Julie's duties at Windy City Power Systems included making my appointments, handling visitors, and preparing reports. She performed each of these tasks exceptionally well. In addition to her regular duties, she also undertook several initiatives that reverberated throughout the entire company. One such initiative which saved considerable time, money, and frustration was her suggestion to synchronize our company's appointment books with Microsoft Outlook, a program with which she is incredibly proficient.

Julie is the kind of person that any executive would be proud to work with. Her cheerful, infectious attitude and great personality, coupled with her determination to do the best job possible, set a high bar in the office. She is always trying to outdo her previous performances, and her mere presence in the office is enough to put a smile on people's faces.

Julie made a very positive impact on our workplace, and I know that she will make a great impact on the next company she works for. Please contact me if you have any further questions regarding Julie, her performance, or her role at Windy City Power Systems. My office line is 405 – 405 – 4050.

Sincerely,

John Johnson
Chief Executive Officer
Windy City Power Systems