

March 12, 2010

To Whom It May Concern:

I am writing today in referral of Ginger Browning. Ginger worked as my personal and professional assistant for many years. I am not exaggerating in saying my life hasn't been the same since she left.

Ginger performed a vast array of tasks on my behalf, including administration, staff supervision, event planning, with a heavy emphasis on business and personal travel arrangements. While many past employees would perform these types of tasks on a very superficial level, Ginger was incredibly thorough and diligent. She was often called upon to arrange last-minute trips, etc., in the midst of stressful conditions. She was never fazed under pressure, and everything was always perfect and exactly to my specification.

I came to depend on Ginger as my true right hand. She was insightful and intuitive enough to understand what was needed – typically without being asked or directed – and resourceful enough to produce consistently good solutions. She always took initiative and ownership of every task, and performed her job requirements with a highly professional touch and an incomparable personal élan. This position required Ginger to interact with a very broad spectrum of people, from a variety of industries, cultures and stations. She never failed to inspire a sense of trust and goodwill in any of them. She strove for – and achieved – excellence on every level, in every situation.

Ginger was such a valuable part of my team, and losing her was a sad day for me! I can, without any reservation whatsoever, recommend her for any position for which she may be considered. I am happy to answer any further questions regarding her employment with me. You may reach me at (602) 405-7752.

Best Regards,

*Kimberli Baker*

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