March 28, 2009

Dear potential employer:

It is my pleasure to recommend Tracey Videen. Her performance working as our main Office Manager and Administrative Assistant with HomeVestors proved that she will be a valuable addition to any company.

I have known Tracey for 5 years in my capacity as General Manager at HomeVestors. Tracey served as the office manager for our franchise and she played a tremendous role in many facets of our business.

Tracey truly distinguished herself by her exceptional abilities of organization, attention to detail, and troubleshooting problems across the board. Most notable, however, were her talents in IT, graphic design, and electronic marketing distribution. She literally saved me hundreds of hours and thousands of dollars in advertising services that she was able to handle in-house.

If her performance in our company is a good indication of how he would perform in yours, she would be an extremely positive asset to your program.

If I can be of any further assistance, or provide you with any further information, please do not hesitate to contact me.

Yours Sincerely,

Dean Fjeld

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