

May 29, 2007

All About People
Attn: Quinn and Becky
2141 East Camelback Road, Ste 105
Phoenix, AZ 85016

Dear Quinn and Becky,

I wanted to take a few moments and thank you for your assistance with our company needs for temporary services. It is not everyday we come across individuals that deserve recognition with a letter of 'thanks' and certainly Aaron Benda deserves recognition.

Aaron has worked in our organization for a short period of time, approximately two months. In that timeframe Aaron has demonstrated skillsets which have enabled our team to function efficiently with is communicative skills and follow-up. His primary functions were; receptionist, office supply procurement, client file maintenance, facsimiles and copies, excel data entry, word document preparation, processing the incoming mail, preparation of outgoing interoffice correspondence, management of overnight delivery packages and retrieving guests from the lobby area. Aaron is always dependable; arriving to the office on-time, returning from lunch promptly and finishing his tasks prior to his departure. He has a pleasant demeanor and a willingness to be productive often asking for additional work.

There had been many an opportunity when Aaron has managed the office using his best judgment and common sense without managerial guidance. At times, I have had to travel and have left Aaron to handle the office, leaving him tasks to complete and procedures to escalate issues. He is a mature individual which is evident in his attention to detail, follow-up, working through issues on his own and clarifying questions.

Aaron is always willing to learn a new task or procedure, confirms he is meeting expectations and is receptive to constructive feedback. I have enjoyed working with Aaron and appreciate his professional disposition. I would recommend Aaron to any organization that seeks individuals who are dependable, self managed, possess a professional work ethic and who have initiative.

It has been my pleasure to work with such an impressionable young man.

Sincere regards,



Maria Hidalgo
Manager of Support Services