

September 6, 2007

To Whom It May Concern:

I would like to take this opportunity to share my experiences managing and working with Elizabeth Gurney.

Elizabeth is a hard worker and a dedicated team player. Whenever Elizabeth took on a task, no one ever doubted that she would accomplish it masterfully. She is very detail-oriented and strives to do her best in everything she does, from keeping impeccable records to dealing with difficult clients with aplomb.

As Private Program Manager, Mrs. Gurney was constantly in contact with students and parents of students ensuring that their academic needs were being successfully met and was always willing to go the extra mile to do whatever was necessary to help the students and instructors meet their needs.

Mrs. Gurney is a loyal and hard-working employee who never complains and always strives to do her best. She has formidable strength of character and quickly demands the respect of those with whom she works, and I highly recommend her to any institution who shares her values.

Please do not hesitate to contact me if you have any questions regarding Mrs. Gurney's employment at ABC Language Exchange.

Sincerely,



Elizabeth Lunney
Co-founder