



10101 Bubb Road  
Cupertino, CA 95014  
408-446-9779

Monday, November 28, 1988

RE: Victoria Sublette, Letter of Recommendation

To Whom It May Concern,

Victoria worked for me from July 1986 through July 1988. During this period she was responsible for a wide variety of projects and tasks.

I found Victoria to be a responsible, hard working employee who could operate with minimal supervision. When Victoria is given a job which she knows how to perform, it gets done quickly and accurately. When Victoria doesn't know how to do some part of the job, she will do her best to train herself on the new skills required. When she doesn't know how to accomplish a given task, she will ask questions and learn by example. These qualities allow Victoria to operate with minimum direct supervision and gave me the confidence that her projects would be completed on schedule and within specifications.

In addition to being hard working and responsible, I found her to be easy to work with, friendly, helpful towards others in her group and dedicated to a high level of performance.

When Victoria first started working for me, she had never seen a Macintosh computer. Within several months, she was teaching classes on Microsoft Word to other people in the company. She has continued to learn more and more about Macintosh applications, operations and maintenance. These are valuable skills indeed!

If you have a position which matches Victoria's skills, I highly recommend her as a hard working, productive member of the group.

If you have any questions, please feel free to call me at 408/446-9779.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Schjelderup", written in a cursive style.

Bill Schjelderup  
President