



ARCHITECTS • ENGINEERS • SURVEYORS

November 28, 2007

To Whom it May Concern,

In my experience, the perfect employee is one who exceeds expectations without being micro managed. Beyond question, Ms. Sherry White met that criteria while working with me at Alpha Associates, Incorporated.

Sherry White was hired as marketing coordinator in the firms' Morgantown, West Virginia office location. From day one, I realized that Sherry was an asset that would transform the quality of the Marketing Department. The tasks assigned to Sherry were traditional marketing tasks, including proposal development, public relations, and administrative support. Once Ms. White began her position, she took on additional responsibilities that included graphic design of collateral material and website maintenance.

The benefit of an employee like Sherry White is that the question does not arise as to whether or not the deadlines will be met or the project will be completed with quality. Sherry far exceeded the expectations of the firm and we were saddened to see her leave, yet proud of her ability to move her career forward.

In a busy office, an employee must be able to pick up and do what is needed to make the business succeed. Never during the time that Sherry worked with me did I hear the phrase "that's not my job". She inevitably would do what needed to be done and did it with a positive attitude and unfailing quality.

I believe Sherry will exceed your needs and expectations for a member of your staff. Should you need additional information or wish to speak to me, please call me at 304-216-5680

Sincerely,

Bobbie Hawkins

Bobbie J. Hawkins
Business Development Manager