

To Whom It May Concern:

I am writing this letter to introduce Mr. John Bailey. John has worked for me as a manufacturing engineer at Novatek. John is the forth engineer that I have had work with me, so I feel I can effectively evaluate John's performance for the past year.

John started working at Novatek as a summer intern. He was given a number of problems to solve that have troubled Novatek for quite some time. Undaunted by the challenge, he set out to accomplish these goals and has been very successful.

One of his successes has been the simplifying of a major assembly process. He spent time with the technicians learning the process and worked through a number of suggestions from others before he innovated a way to accomplish the same task quicker, safer, using fewer parts, and one less step. The machine and process John designed are currently integrated into production.

Next, John led a collaborated effort with a team of engineers and technicians to improve the manufacture of components used to produce our finished product. He has incorporated the ideas and suggestions of others into a design for a new machine, the OMEGA, which surpasses the combined capabilities of two of our current machines. This machine has reduced setup time by 20% and manufacturing time of the tooling by 50%.

Currently, John is working on the integration of the OMEGA into full production. John and his assistant are setting up the automation systems on the machine which will eliminate a time consuming preparatory process, and they are creating layouts to completely streamline the production laboratory where multiple machines will be used to increase efficiency 200%.

In conclusion, I highly recommend John and reiterate that he has much to offer the manufacturing community.

Sincerely,

Kristopher Olson  
Production Engineer  
Novatek Inc.

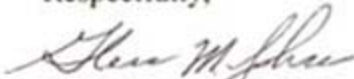


To Whom It May Concern:

I am writing this letter to recommend John D. Bailey for an internship position with your company. I have known John for ten months and was able to see his excellent work ethic during the period he worked for Brigham Young University. John was hired because of his enthusiasm, self-confidence, and technical skill. He proved all of these traits during his time working with us. John was an excellent problem solver with each challenge that we presented him with. He has excellent mechanical skills that are backed by innovative technical engineering knowledge.

My only regret is that we were unable to retain him as an employee as he sought employment that better fit his educational goals. I would be happy to discuss John's character traits with any prospective employer.

Respectfully,

  
Glenn M. Johns  
Managing Director



### Recommendation for John D. Bailey

It is with pleasure that I recommend John to you for a position with your company.

I first met John last year when he was a student in my Spanish 339 Introduction to Hispanic Literature course. Unlike the majority of the students I have had in this course, John demonstrated a unique and innovative approach to the course readings. Instead of relying on the obvious denotative meanings, John looked deeper to discover, to the best of his ability, the connotative meanings. He was curious about the author and his milieu. Indeed, his ideas and approaches to the topics stood outside of the box, yet in an interesting and provocative way. For those in my discipline this is a valuable trait. It shows us that the individual is capable of shedding his personal bias and view the material from differing angles. This innovative posture led to some creative ideas and progressive discussions of the texts in question.

On a personal level, John is personable. He interacts well with those around him, maintaining a congenial environment that contributed to the overall educational experience. Indeed, I can say with assurance that he was well-liked and respected by his peers. Within this context John became a significant group participant and leader. He interacted well in small group situations and provided important information to the discussions. One of the qualities that I respect in John is his willingness to listen to and discuss the opinions of others. He is a careful and thoughtful listener.

John is a reliable person. He was always prompt with his assignments and thorough in his work. I could always depend on him to be in class, on time, and prepared for the day's discussion.

I hope that I have been able to capture for you John's personality. I highly recommend him to you. If you require any further comment, please do not hesitate to contact me at your convenience.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Alvin Sherman, Jr.", written in a cursive style.

Alvin F. Sherman, Jr.  
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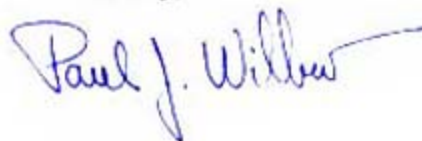
Ladies and Gentlemen:

I have known John Bailey and his family for many years and I have known John very well for the past several years. I worked closely with him for a year or so when he served as a youth leader and I advised him. I have interviewed him and been in classes and meetings with him. I have camped with him and seen him playing and working with his friends. I believe I know him well.

John is a very committed son, brother and friend who serves and supports the other members of his family and his associates. I have seen his commitment to others in meetings he has conducted with enthusiasm and confidence and then taken aside new participants to personally encourage, invite and involve them. I found him to be a very effective leader. John is creative and he has great mechanical talents. As a consequence he has been able to design and fabricate some remarkable projects. He was heavily involved in extra-curricular activities as a high school student (including wrestling, volleyball, dancing, and robotics) and I feel sure his interests and talents are still very broad. I also know he is fluent in Spanish. I always found him to be very dependable, honest, sincere and ambitious. John has worked to help support himself throughout his youth and young adult life and he has, as a result, gained experience by working many different jobs. I feel certain that his dependable, very goal-oriented nature has enabled him to be an excellent employee in all of those jobs.

From my viewpoint as a mechanical engineer, I find John to be knowledgeable in his field of study and I know him to be a person of high moral character. I recommend him for the internship he is seeking without reservation. I feel certain that he will be a very valuable employee.

Sincerely,



Paul J. Wilbur  
Professor