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Business Service
Translation Office

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Letter of Recommendation

This letter is intended to serve as a recommendation for Joanna Elzbieta Sikora, who was trained in my office starting on 1st of April, 2007 until 23rd of May, and started to work from 24th of May 2007 until 13th of July 2007 on a contract agreement.

Joanna worked under my direct supervision, as a part-time trainee. I had the great pleasure of seeing her developing from a junior trainee at the beginning into an effective office assistant.

She understood her limitations as an inexperienced aid and observed experienced colleagues closely in order to improve her own abilities. She was highly motivated to learn as much as she could, and to perform to her best capabilities.

In addition to her routine office administration duties Joanna played an active part in day-to-day correspondence and telephone calls, held responsibilities for office databases and library. She also performed purchases for the office, both on the Internet and by driving to shops located downtown, due to her driver's licence, as well as delivering translations to customers. She catalogued the books of the office, mainly dictionaries, as well as other specialised texts, and has helped with the archiving and backups of the translations, both in paper and electronic version.

Joanna is a hard-working self-starter who understands exactly what a project is all about and how to get it done quickly and effectively. She is a creative and solution-oriented person, a motivated young girl of numerous talents and considerable self-discipline. She is enthusiastic, trusting and trustworthy.

On the interpersonal side, Joanna has good communication skills. She gets along extremely well with colleagues as well as with clients.

Overall, Joanna is a very conscientious and able employee. I do not hesitate to recommend her.

Sincerely Yours,

Maria Schneider


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