



COOPERATIVE CREDIT COMPANY

April 15, 2003

To Whom It May Concern:

I recommend that you give serious consideration to Sally Balson for the position for which she has applied.

I have worked with Sally since I started with Cooperative Credit Company in October 2002. Cooperative Credit Company is a co-tenant with Wisconsin Agri-Service Association (WASA) and Sally provides support to our office in addition to working full-time for WASA. She has proven herself to be an asset to Cooperative Credit and WASA as a whole. Sally is a quick learner with outstanding organizational skills. In addition, she is an expert in word processing as well as in database management and has provided help on numerous occasions to my office.

Sally's organizational skills have been of particular help to me. Sally developed a database of our clients and caught up the back-log of files while working only occasionally. She has also provided excellent reception skills and did data entry of financial information of our clients.

While continuing her duties in the WASA, her broader knowledge of clerical support and accounting has made Sally an indispensable asset for both companies. I also understand from the Executive Director of the WASA that Sally has written four databases, written a procedure manual, and keeps the office running smoothly. She is instrumental in coordinating the numerous conferences and seminars ranging from 15 participants to over 500 participants.

Sally would be a tremendous asset to any office and I would highly recommend her as an executive secretary, office manager, or bookkeeper. If you have any questions or would like further information, please feel free to contact me at the below address. Thank you.

Sincerely,

Sally Van Horn
Loan Officer