

January 2005

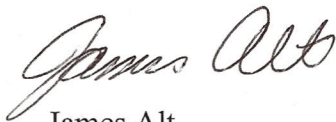
To Whom It May Concern:

Sally Balson was brought in to fill a void that was created when our Department Secretary resigned her position. Sally quickly acclimated herself to our database software and in no time at all eliminated the backlog of work order entries. Sally took the initiative to address a small mountain of documents that our previous secretary chose to avoid for a number of months. Sally has also been working to resolve a hardware issue that we have with PDAs. Her effort to keep our I.T. staff involved with this project is much appreciated. Sally demonstrates excellent customer service skills and works well with all of our technical staff.

Sally possesses all of the qualities that I am looking for in someone to fill our Department Secretary position. If I didn't have a former employee wishing to come back to this position, I would have offered it to Sally.

I fully recommend Sally for any office, data management, or accounting position that you may have available.

Sincerely,



James Alt
Biomedical Services Manager

Meriter Hospital, Inc.
202 S. Park Street
Madison, WI 53715
608 267-6000

