

September 16, 2013

To Whom It May Concern:

I am writing a letter to recommend Justin Jones for future employment. Justin has truly been an asset to our company, Advantage Business Products. We can say without a doubt Justin has been our most punctual employee ever; he is actually always early to work.

He has been working on production and computer design and in our print shop. He is very capable and conscientious. Justin has a terrific “phone personality”... When he takes calls, he is extremely helpful, polite and above all, patient with our customers.

Because of a need to shift around employees with higher seniority and long-term employment with us, we regretfully have to lay off Justin on December 1. It has absolutely nothing to do with his performance, work ethic or abilities, as he has always done everything very well.

We really wish we were able to keep Justin employed here, and we can confidently recommend him to anyone that may consider hiring him.

Please feel free to call any of us if you wish:

Jim Giorvas, President 503-691-1340

Karol Giorvas, Vice-President 503-686-1361

Steven Leonard, Operations Manager 503-691-1340

Newsweb Corporation

Printing Division

May 1, 2012

To Whom it May Concern,

This letter is my personal recommendation for Justin Jones. Until just recently, I have been Justin's immediate supervisor for several years. In his position as a prepress technician, I found him to be consistently pleasant, tackling all assignments with dedication and is extremely organized and can work independently.

Justin did an excellent job in this position and was an asset to our company. He has successfully developed several ideas and designs for our company that have resulted in a smoother workflow and a greater company exposure. He was always willing to offer his assistance and had an excellent rapport with our clients and other employees.

I highly recommend Justin for employment. He is a team player and would make a great asset to any organization.

Sincerely,

Randy Smith
Prepress Manager
773-975-0400

Newsweb Corporation
Printing Division
1645 West Fullerton Ave.
Chicago, IL 60614
www.newswebchicago.com



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September 26, 2008

This is a letter of recommendation for Justin Jones, concerning employment in the graphic arts industry or any other industry.

I was Justin's manager for two years at The Ink Spot printing company in Chicago, Illinois. I originally interviewed and hired Justin.

Justin was an excellent employee. His job was in prepress and customer service. Justin has strong skills in prepress, and is able to work with practically any file. He did an outstanding job of setting up print jobs from start to finish. Justin had a regular client base and serviced their printing needs well.

Justin was well liked by both his coworkers and customers. He is a very pleasant man. Mild mannered and level headed. Justin had perfect employment attendance during his two years of employment.

Justin brought innovative solutions to our prepress department and was a hard worker. He excels in his computer abilities and knowledge of the software and various programs of the graphic arts industry.

I strongly recommend Justin Jones for employment. Please feel free to contact me for further reference. I am happy to have a phone conversation to discuss Justin Jones' credentials.

Sincerely,

Todd Fisher
General Manager
The Ink Spot
3311 N. Halsted
Chicago, Illinois 60657

773-528-0288
todd@inkspotchicago.com



May 19, 2006

To Whom it May Concern,

Justin Jones has been a valued member of our Mac Team since early 2002. His pleasant persistence was what got him the job. Justin is reliable, works steadily and is fun to be around. He is extremely creative with a good eye and experience for design and color work. Most of our best marketing pieces over the years have come from Justin's ideas and efforts.

He has been flexible when we needed it, there for the extra required sometimes and insightful in team meetings. I am sure you will be well pleased with his contributions to your organization.

Please feel free to call me if you have any questions.

Sincerely,

Bev Lockwood
PC/Prepress/Mac Supervisor
Wright Business Graphics
503-661-2525 x 305
blockwood@wrightbg.com