

7 July 1994

Dear Sir/Madame;

Ms. Ginger Mayerson, an applicant for your position, worked for me as a temporary secretary through the Courtesy Agency during 1991 and 1992. Her periods of employment varied from three days to ten weeks during which she substituted for the Secretary of the Institutional Computing and Mission Operations Division at the California Institute of Technology's Jet Propulsion Laboratory.

In this demanding role, she fulfilled the secretarial requirements of the Division Manager, Deputy Manager, Division Administrator (myself) and other senior staff personnel. Ginger answered telephones, arranged meetings, made travel reservations (airline, hotel and rental car), prepared correspondence, created viewgraphs and sent-retrieved e-mail messages. Her computer software skills are excellent. Ginger was always punctual, courteous and fulfilled all assignments accurately and on time. I would gladly hire her again for any temporary or permanent secretarial openings I may have available.

I highly recommend Ginger Mayerson for your position and appreciate your thoughtful consideration of her application.

Respectfully,



Cheryl de Gyurky
Manager, Administration and Support Office
Institutional Computing and Information
Systems Program