



To Whom it May Concern:

I would like to offer this letter of recommendation on behalf of Jaimee Greenawalt. Jaimee has been a graphic designer with Downs and Associates for the past three years. In that time her responsibilities have included: Layout and design of ads, brochures, catalogs, post cards, tri-fold mailers, menus and billboards. With a great eye for design, she is a self starter that you can count on to see a project from conception to completion. When she was hired, we felt her diverse portfolio spoke for itself.

Jaimee was a tremendous asset to the firm. She excelled when it came to working and consulting with clients on design and campaign direction. She showed tremendous ability to find creative solutions to projects while keeping their look contemporary and their costs effective. Clients truly enjoy working with Jaimee. She is always upbeat and courteous, has an easy sense of humor, and balances it all with a very professional demeanor.

Since being hired in 2006, Jaimee has been an exemplary employee. It is my hope that future clients and/or businesses will have the foresight to hire Jaimee, not only based on her qualifications, but her character, high self standards and excellent work ethic. She deserves every opportunity to excel for you, as she has done so often, for J. S. Downs and Associates.

On a more personal note, Jaimee is a joy to have in the workplace. She easily befriended all of the designers and clients, with whom, she has come in contact. I can't imagine a place where she could go that she would not easily fit into the dynamic. In the past three years, she was much more than a designer, she has been a true friend.

I am, of course, available for any follow up questions or inquires you may have regarding Jaimee or her duties while employed by J. S. Downs and Associates. Thank you for your time and consideration.

Respectfully,

Mike Cerce

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