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May 26, 1989

Letter of Recommendation

TO WHOM IT MAY CONCERN:

In my capacity as Lead Word Processor with the Legal Assistant Group at the firm of Pillsbury, Madison & Sutro in the San Francisco, I supervise the other two word processors in the group of which Steven Heitman is one.

I have extensive knowledge of Steven Heitman's work as a word processor with this department. I feel that Steven is an excellent Displaywriter Textpack 6 word processor operator. He is efficient, organized and his word processing work is very accurate.

Steven also learns fast as demonstrated by his performance on the DEC (VAX) WordPerfect 4.2, which is the new word processing equipment that the firm recently acquired.

Steven has great untapped potential and maturity. I highly recommend him to future employers for any word processing position.

I will be leaving Pillsbury on June 9, 1989. If you should desire to contact me after this date, here is my address and home phone number as follows: 1080 Capp Street, San Francisco, California 94110, (415) 647-7015.

Teresa A. Bryant

Teresa A. Bryant
Lead Word Processor
Legal Assistant Group