



Solar Turbines Incorporated

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February 1, 1990

Dear Sir/Madam:

I am happy to be able to send a top recommendation along with Steven Heitman for the future job position he chooses to pursue. During Steven's employment at Solar Turbines, Inc., I found him to be a conscientious and productive worker as well as mature and personable. I would unreservedly recommend him and am confident he will be an asset to any company he joins.

I worked closely with the training of Steven in my department and found him to be thoroughly knowledgeable in advanced word processing techniques. His work at Solar included the use of word processing glossaries, technical symbols, special functions, and multidocument processing involving large volumes of data for technical publications manuals. He possesses good communication skills, he readily accepted assignments, and was always willing to help others when his own assignments were completed. In addition he was personable and friendly with his fellow employees and added to a pleasant office environment.

If you would like to further discuss his qualifications with me, feel free to telephone my office at (619)544-5354 or my home at (619)440-3435.

Sincerely,

Cynthia Jones
Sr. Word Processing Specialist

Solar® Turbines