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To whom it may concern,

I am writing on behalf of Jackie Schaffer regarding the position of Healthcare Executive. Jackie and I became friends two years ago when we met through a mutual friend whom worked for Jackie. Jackie and I share many common interests in non-work related subjects such as home renovations, interior design, and charity work for our local community. During the past two years I have really gotten to know Jackie and can personally vouch for her character and abilities.

While Jackie and I do not share the same work background, she has become instrumental with my transformation into social services. During the past two years of our friendship I graduated with a bachelor of human service education: organizational leadership from Wright State University, December 2012. During the past two years Jackie has connected me to other people working in the area of my new interests (Montgomery County Social Services, Dayton, Ohio) and other local medical facilities.

I sat with Jackie during a couple business meetings, which she was consulting; where I watched her walk a person (with their consent) through some very technical challenging situations. She was extremely instrumental with making sure they understand her verbal guidance, that they could navigate the software they were working on with ease, and that when completed – that they were comfortable with she had just trained them.

I feel that Jackie is an excellent connector who wants people to get what they need. She is organized and is always thinking one-step-ahead. She has bent over backwards to help me find connections for my future and I feel that she would be an excellent asset to your business.

Best,

*James Mayrer* (mailed letter)

James Mayrer, B.S.