



July 20, 2007

To whom it may concern,

I am writing this letter to recommend MaryAnn Shields for a position of employment. I had the privilege of working closely with her in an ever changing and fast paced work environment. She consistently displayed the utmost professionalism and maintained an impeccable work ethic. MaryAnn displayed a keen sense of organization and attention to detail throughout her time with TravelCLICK.

The project she worked on had various components that required detail oriented work as well as accuracy. She took ownership in the tasks she performed and would go the extra mile to make sure they were completed efficiently and in a timely manner. She was very effective in her responsibilities. MaryAnn didn't hesitate to raise a question if she was unsure of something as she listened well and learned new tasks quickly. She treated others in the organization with respect and maintained an amiable attitude toward those she interacted with on a daily basis. She was a willing participant in all tasks required or assigned to her. Each of these qualities would make her a valued employee. I highly recommend her for a position where she is able to apply these attributes to the role for which she is designated.

If you would like any further detail or have additional questions please feel free to contact me directly.

Sincerely,

Anne Letzerich

Manager – Support Services  
TravelCLICK, Inc.  
847.585.5533 (direct line)  
713.533.9988 (fax)  
[aletzerich@travelclick.net](mailto:aletzerich@travelclick.net)