

# Letter of Recommendation

October 9, 2006

Mr. Bill Daughton  
Senior Engineer  
JKH MicroElectronics  
2345 Northpark Blvd.  
Colorado Springs, CO 89045  
(456)555-7983

Subject: Letter of Recommendation for Mr. James Miller

Dear Mr. Daughton:

James worked under my supervision as a research assistant from September 4, 2002 to May 12, 2004. His responsibilities included conducting research and interviews, fact checking, and monitoring experiments, in addition to some light clerical duties. During the course of his employment, James proved himself to be an able employee, a hard worker, and a talented researcher.

I was quite impressed by James' ability to complete all work assigned to him on time, if not before it was due. His research was always thorough and comprehensive, and his fact checking was always accurate. We sometimes allow our research assistants to conduct their own experiments, but James' talents prompted us to assign him more topics of research than the norm.

Overall, James is a very conscientious and able employee. I certainly believe he has what it takes to make a wonderful researcher someday, and I am sad to see him leave. I strongly recommend James for any position as physicist for your firm.

Sincerely,

Karen E. Jones  
Professor, Physical Sciences Department