

January 28, 2002

To Whom It May Concern:

It is with pleasure that I write this recommendation for Gina Sanmiguel because of her outstanding contributions to our company's training department for nearly 2 years. While employed here, I've found Gina to be an excellent Training instructor and Curriculum developer.

Gina has continually impressed me, as well as our Vice Presidents in her ability to consistently complete all tasks assigned to her in a timely manner, if not prior to the deadlines. Gina has volunteered a number of her weekends to complete "rush projects" of instructional design or re-design in order to meet corporate deadlines.

Overall, Gina is a very conscientious and able employee. While we're sad that she's leaving the VarTec family, we're excited about her future in classroom training and instructional design. Gina's track record with VarTec clearly demonstrates that she has the skills and drive to become a vital contributor to her future employer. I strongly recommend Gina to any company looking for a solid, dependable, detailed oriented, performer that is committed to getting the job done. If I can provide further information regarding Gina's qualifications, please don't hesitate to contact me at (918) 382-2110.

Sincerely,



*Bill Flowers*  
Director of Training & Development  
(918) 382-2110  
(800) 495-0020 Ext. 2110