

Reagan Jones, Founder
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Solar
Aurora
a LLC

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Written to you, the person who wants to know if Liz would be a great hire and a great fit for your team,

Liz is a great help to our company. She has an extensive skill set far beyond what I first hoped to find when searching for a part time Executive Assistant: Great communication skills both verbal and written as well as personal, computer knowledge in word processing, complex spreadsheets, data management, Internet processes, and even graphic art skills.

It's good to know we can turn to Liz whenever we need something done well. Unfortunately, our small business can't offer her the amount of work that we know she deserves. I hope you can provide her with additional opportunities.

As a Founder of Solar Aurora LLC, I highly recommend Liz as an Executive Assistant for your business, and in whatever capacity you need especially competent office assistance. Call me if you need further details of why you can trust Liz: 480-452-9186

Sincerely,

Reagan Jones

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