

Rachel Shamp's Letter of Referral

January 14, 2010

**Machelle Laughlin-Walmart Jewelry Department Sales Coordinator
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To whom It May Concern:

I have known and worked with Rachel Shamp in the Walmart Fine Jewelry Department for three and a half years and consider her a very prompt, faithful, diligent, and loyal hard worker. She comes to work ready to perform whatever tasks and projects need to be done and challenges herself to work with a spirit of excellence. She is very detailed and organized and practices to maintain a positive, safe and healthy work environment. She does what she is told, but also contributes a lot of great ideas that better and improve our company/department. She is trustworthy with the cash register and responsible to handle large quantities of money and expensive jewelry. She is always very aware of her surroundings and knows what to do in traumatic emergency situations. She is neat and clean and keeps her areas picked up and tidy as she works. Customer service is one of her major strengths and she does whatever it takes to please the customer. She receives instruction and authority with a submissive attitude and wants to be the best worker she can. She is a very giving person and keeps her moral standards and goals very high, keeping her word at all costs. She shows up at work no matter what the weather brings, and can be depended upon to do so. I highly recommend Rachel Shamp for this job position knowing you will benefit from her employment.

Sincerely,

Machelle Laughlin