

To Hiring Administrator:

Please consider this to be an unequivocal endorsement for the application of Trang Nguyen for a graphic designer's position with your firm. I have been fortunate to work closely with Trang for more than ten years...as a co-worker and as a manager... and have seldom been so impressed by the character, talent and maturity of any graphic designer in a professional setting.

As you know, in our business a keen intellect and a quick mind are of the utmost importance. Time after time in professional situations, I have turned to Trang for input, support and concept development as well as graphic designs; she has never failed to deliver, often impressively. It goes without saying that Trang's skill level with all the extensive roster of graphics programs we use is unsurpassed. But it's her creativity, her attention to detail and her easy-to-work-with mannerisms that set her apart. Despite her easy going mannerisms, however, Trang is tenacious when it comes to tackling a project, pinpointing a creative solution and massaging the problem until it is solved. She is not adverse to long hours, hard work or perplexing challenges.

A quick review of Trang's personal and professional blend of skill and talents candidly reveals:

- a keen intellect and analytical mind
- problem solving capacities
- maturity and responsibility
- capabilities to juggle multiple priorities
- pleasant to work with
- takes constructive criticism well
- self-starter
- pays attention to detail

Trang has consistently demonstrated a rare capability of absorbing abstract ideas and converting those ideas into tangible action. She is capable of digesting large amounts of information and distilling the pertinent facts in understandable (and clear) manner. In a nutshell, she is the quintessential graphic designer.

Should you desire additional information or insights on why my recommendation for Trang is so strong, please feel free to contact me at your convenience. Thank you for your time and consideration.

Sincerely,

Dave Wilkinson
President/Creative Director
Wilkinson Creative Group
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February 8, 2006

Dear Hiring Manager:

I highly recommend Trang Nguyen as a candidate for employment with your company. Trang was a staff graphic designer for Knight-Ridder Productions while I was manager of the promotion department, which included KRP.

While overseeing Trang's assignments I found her to be a highly dedicated, innovative, and creative designer. Trang did not actually require any supervision, as she was self-directed and totally responsible for her projects.

Trang enthusiastically embraced new assignments such as the complete redesign of a trade magazine in two months, and trouble-shooting customer issues with new technologies. Her wide range of experience speaks of her interest in taking on new challenges.

Trang would be a great asset to your company and she has my highest recommendation. Please let me know if you need any further information.

Sincerely,

Marianna McDonald
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February 10, 2006

Dear Hiring Manager:

I think you should know that Trang Nguyen is a superstar in waiting. Of course, those of us who have worked with her already view her as a full-fledged star in the design world. (Fortunately for all of us, her modesty keeps her grounded.) I have known Trang for eight years, starting as a colleague at the same newspaper, and at the moment, still within the same company, Knight Ridder. Knowing her both professionally and personally gives me a unique window seat to her impressive talent.

I'm familiar with what you'll see on Trang's Web site in terms of her portfolio, but I've been lucky enough to be an onlooker and a recipient of some of her fabulous arts, crafts and design pieces: impossibly delicate holiday ornaments, zany original picture frames and deceptively simple-looking silk skirts are just a few of her coveted creations. Whether she's constructing one of her picture frames or designing a company's corporate identity, she infuses all her work with creativity, whimsy and the tenderest care, down to the most minute detail.

I've always said Trang's style is "funky elegance" — that is, possessing the refinement that allows her work to sit on the shelf along with some of the best graphic design work I've seen, but with just enough of her signature whimsical tweak to move it into the realm of the visual feast.

Truly, she is a brilliant conceptual artist, and your firm would be lucky to snag her. Please consider this my unqualified recommendation of Trang Nguyen.

Sincerely,

Heather Svokos
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