

February 11, 2002

To Whom It May Concern:

I am writing on behalf of Ashley Zachary. Ashley has been working as an intern in our office since January 2002. From her first day, I was impressed with her intellect and broad knowledge.

Her duties in our office include researching newspapers from around the state on a daily basis and distributing her research to our entire staff, working with media at press conferences, and maintaining press files. She contributes to the efficiency of our office with suggestions and ideas.

Ashley is always eager to assist with projects in our office. She is hungry for knowledge and her commitment to learning is evident.

During our working time together, Ashley has demonstrated all of the qualities I believe would serve her well in the Minority Access Internship Program. Her honesty, judgment, and intellect are evident, as is her desire to excel in all endeavors.

I am proud to recommend Ashley Zachary to your program.

Sincerely,

John Sewell  
Director of Communications