

Doris Fleming Letter

Directions Key the following letter to Mrs. Doris Fleming, Business Education Department, Eastern New Mexico University, Portales, NM 88130 from Julie Smith, Human Resources Department. Use the current date. Send a copy to Edna Renick.

Stephen Johnston, one of your former students, is applying for the position of administrative assistant in our Information Technology Department. Stephen has listed you as one of his references. Would you please respond to as many of the following questions as possible.

1. How long have you known Stephen?
2. Does he work well with others?
3. Is he flexible? Dependable? Honest?
4. Does he seek additional responsibilities beyond what is normally expected of him?
5. Is his work accurate and precise?
6. Does he complete his work in a reasonable amount of time?

Thank you, Mrs. Fleming, for any information you can give us regarding Stephen.