



October 27, 2010

To Whom It May Concern:

Jessica King has worked for Blaine Construction Corporation since 2006. She is a loyal, reliable and competent employee that works hard and will tackle anything you ask her to do with enthusiasm and will complete the project promptly.

She has served as Job Clerk at several jobsites and has worked in our main office as a File Clerk/Secretary. Her responsibilities as Job Clerk included filling out weekly time cards for craft employees, filing jobsite reports, typing and distributing superintendent's daily reports, preparing Field Purchase Orders, processing field invoices for payment, maintaining records of field and office equipment, maintaining jobsite safety documentation and miscellaneous clerical work as needed at the jobsites. Her responsibilities in the main office have included filing, preparing correspondence for project managers, preparing and distributing subcontracts, purchase orders and change orders, calling subcontractors regarding missing subcontract documents, preparing invoices for payment, maintaining logs of various documents, copying, scanning, and faxing various documents, answering switchboard on occasion and other tasks as needed.

We highly recommend Jessica for any clerical position in your company. Please feel free to contact us if you have any questions.

Sincerely,

BLAINE CONSTRUCTION CORPORATION

Dorman Blaine
President

DB/brj