

Ms June April
UK IMPORTS LTD
245 High Rd
Bolton
BR3 5TY

Dear Ms April

Job Reference – Miss A.Other

Miss Other successfully completed our work simulation training course that required her to execute a variety of legal assignments. The training course also called for her to develop useful transferable skills such as problem solving, concise note taking, initiative skills and improved observational, reading and logical thinking skills.

As a consequence of this training and having passed a **test of her competency** we believe that Miss Other will be found to be an asset to your company should you decide to employ her.

Yours sincerely,

Celsa Teixeira

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(Training Admin)