

Laws Secretarial College
13 Canonbury Lane
INSKIP
LANCS PR4 2EL

Mr N Warner
Preston Goods
37 Highgate Road
PRESTON
LANCS PR2 4LN

25 April 2000

Our ref: TC/BK

Dear Mr Warner

Thank you for your letter of 19 April 2000.

I am very happy to give Eva Hrubá a reference for the job of secretary.

She is cheerful, pleasant, intelligent and very helpful in class. She can speak Slovak, English and French. She is very initiative and efficient in her work. She takes shorthand, she can also type and her typing speed is 51 WPM. She can use a wordprocessor T602 and Lotus. Eva is very pleasant, reliable and friendly.

I can certainly recommend her for the job.

Yours sincerely

Valér Tobolka
Principal

www.euroekonom.sk