

Janice M. Kitta
Director, Internal Communications
Sprint PCS
4900 Main
Kansas City, MO 64112

RE: Beth Adams

Dear Sir or Madam:

If you are reading this letter, you are considering Beth Adams for a position with your organization. That being the case, I want to extend a strong recommendation of Beth as an asset to your company.

I had the privilege to supervise Beth at Birch Telecom in Kansas City. I watched her excel at the administrative position for which she was hired at Birch, and observed her initiative to request more challenging assignments. That is how she came to work for me as Birch's intranet coordinator.

Beth is an accomplished writer, with a creative sense for the visual aspect necessary to produce compelling communications pieces. When given the opportunity, she embraces projects and shows much independent decision making backed by good communications instincts. I was able to turn the management of Birch's intranet over to Beth in a relatively short time of her moving to the job.

Finally, I observed an excellent show of constructive communications consulting from Beth while she worked for me. Birch's intranet was in its infancy at the time it was under Beth's management, making it necessary to educate associates on the most effective use of this electronic medium. Often associates had strong opinions on what should be portrayed on the site, and Beth was able to work with them to come to agreement on crafting communications to most effectively inform the targeted audiences.

Sincerely,

Janice M. Kitta