

To whom it may concern,

Jess worked at FUEL Online as an instructional writer for one year. Her responsibilities included training content development, consulting with clients, video scripting and overseeing the entire video production process.

During this time, Jess proved herself to be an efficient worker with a strong focus on details. She is process-driven, and is quick to point out when a workflow is confusing or inefficient. She is extremely organised and never misses a deadline. She prefers to work with a clear process and is hesitant to overstep her responsibilities.

Personally, Jess is a passionate individual. You can trust her to always communicate any issues she experiences. Punctuality is not a problem, and you can rely on her to notify you of any complications in her availability.

For any additional information, I can be contacted at: 082 293 2223.

Sincerely,

Steyn Grobler

Signed: 

Date: 15 August 2017