

May 2019

To whom it may concern

Reference for Joseph Bishop

Joe has been working for Suffolk Latch Company for about four years on and off. We first met when he was placed with our company as part of his two-week work experience placement. Following that placement, it became apparent that Joe had skill set that would be useful to the company.

For the last four years Joe has been working for us during his holiday period. The terms of his employment were a fixed monthly retainer plus an hourly rate. This has reduced somewhat recently as Joe enters his final year and the demands of the course dictate that his spare time is taken up with study.

In all the time we have known him we cannot recall a single day off for illness, Joe is always punctual and puts in a solid day's work. Joe has been instrumental in the design and implementation of our web presence. Joe has this unusual ability to be creative and technical at the same time.

It's important to understand that when Joe joined the firm, he was not being set the usual menial tasks that you would associate with a lad of his age, he was fully employed in some fairly high end projects, and considering this was a young lad fresh from secondary education he showed maturity beyond his years.

Joe was always the quietest member of the team, but quietness must in no way be confused with ability, Joe fully understood the task in hand, and over time proved his worth time and time again.

As a closing statement for this reference, I would say Joe has one big advantage over his contemporaries, and that is because Joe is work ready, he has already developed a strong work ethic, and fully understands the need for projects to be completed on time and most importantly on budget. He has the ability to understand instruction and work independently with minimal fuss.

Yours sincerely

Carl Benson
Director