



Letter of Recommendation
Individual: Steve Shawhan
Relation: Employee
Date: 9/10/2018

I had the great pleasure of having Steve as a temporary employee in our Prepress Department. Steve's performance throughout his assignment period was consistently strong. In fact, we extended his employment on 3 occasions with the hopes an opening in a full-time position would arise.

We assigned Steve to a position in which he had no prior experience. As part of his training we requested that Steve take detail notes and craft these into Standard Operating Procedures for him to reference when needed. Steve did such a great job of creating these documents they have been added to our SOP binder and will be used for training and as reference material for years to come.

Steve reported on time daily and did not miss a single day of work during his 6-month assignment. Steve is a self-starter who seeks opportunities to learn skills beyond his assigned area of responsibility when workload was light.

Steve also demonstrated team commitment by working overtime during peak periods. Additionally, Steve made an ergonomic and efficient work station at home on his own time that we will continue to use into the distant future.

To summarize his character; Steve is a team player who works well with others, strives to serve all his internal customers, a rapid learner, adheres to established procedures while seeking improvement opportunities. I truly wish Steve was still a member of our staff as his contributions make us stronger.

Sincerely;

Russell A. Swanson
Production Manager
The Stelter Company
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