

JONES JONES

**To Whom It May Concern:**

Please accept this letter as my personal and professional recommendation for Lori Downey. Ms Downey managed the employees and growth of our law firm over a 5-year period. Her responsibilities as Office Manager included; Human Resources Management, 401-K Management, Hiring Staff, and Customer Service. During her time here, she has had an amazing impact on the appearance and financial turn around at the firm.

Ms Downey is highly respected by our employees. She assumes a leadership role in meetings, inspiring and motivating our employees to do their best. Besides being a joy to work with, her take-charge personality has allowed our firm to create new initiatives that directly added to the firms increased revenue. In addition, her interpersonal and communication skills have allowed her to develop productive working relationships with not only our employees, but our clients as well.

Ms. Downey has done an excellent job and I would highly recommend her for any position in your company. If you have any questions regarding Ms Downey or this recommendation, please contact me.

Sincerely,



William S. Jones, Esq.  
Senior Partner  
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