



To whom it may concern

July 10, 2013

It is my privilege to write this letter of recommendation for Joan Thomas, whom I hired in 2010 at APS Technology, Inc. as a Technical Writer. She and I have worked side by side and I would hire her again in moment. It is unfortunate that family matters are taking her away from Connecticut and APS is losing her skills.

A little background about APS:

APS Technology, Inc. is a fast growing engineering services company located in Wallingford, CT. We have been cited by Deloitte as a national Technology Fast 500™ company four times. Our company has been a recipient of the Connecticut Tech Top 40 (or its predecessor, the Deloitte Fast 50) for nine consecutive years since 2003. With corporate headquarters in Wallingford, CT and offices in Houston, TX, APS Technology has established a diverse international portfolio of clients that includes several Fortune 500 companies.

Joan is honest, reliable, pleasant, confident and a great member of my team. I have worked with Joan for over two years and highly recommend her. She has the skills to work independently and is able to extract the knowledge from our engineers to get the job done.

Joan can be both focused and flexible. She developed a demo SharePoint site and project plan, but when financial concerns arose, she had to quickly regroup. APS now has an HTML-based intranet, supplemented with an online database solution for inter-departmental communication and documentation.

Joan performs and manages both independent tasks and cross-functional ones well. For example, Joan took the style guide that the APS Doc Team developed, and created/maintained a set of Microsoft templates. Afterword, she worked to encourage the use of templates to other departments, and provided training.

Joan is a software tools expert who became a beta-tester for Lectora's learning software so that we could test out the software prior to purchase. She is a forward thinker, who understands the benefits of working smarter, not harder.

I trust that the information provided will be of assistance and will be happy to provide further information about Joan, if required. Please just give me a call on my cell (860 930 9569) or contact me at APS extension 142.

Yours faithfully,  
Douglas Mackeown  
Team leader, Document Management  
APS Technology, Inc.

A handwritten signature in black ink, appearing to read 'Douglas Mackeown', written over the typed name.

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