

24 June, 2015

Re: Recommendation for Joan Marie Thomas

Dear Hiring Manager:

I was initially impressed with Joan's enthusiasm, communication skills and professional demeanor when she was hired about four months ago as a technical writer for Spirit Aerosystems. During the time she was here, Joan reported to me regarding her day to day assignments. She consistently demonstrated all of these qualities and more, and I heartily endorse her for any technical writing position.

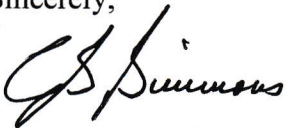
Joan is reliable, dedicated and eternally upbeat. Her ability to work closely with the mechanics and machine operators in her day to day interactions is unparalleled, and it is because of her excellence in this area that I repeatedly asked her to take on new assignments documenting operating procedures and unlocking the tribal knowledge within our facility. Joan multitasks effectively and is able to handle a high-volume workload. She consistently met or surpassed all weekly metrics, and her written manuals were accurate and thorough.

Of particular value to me as an Equipment Engineer was Joan's team player mind-set, enthusiastic embrace of change, ability to work with minimal supervision and unwavering commitment to exceeding customer expectations. I regularly received unsolicited praise from our internal customers commending Joan's outstanding level of service, professionalism and follow-through.

Organized and diligent, Joan quickly learned advanced high technology machining technology systems and was able to document in layman's terms the requirements to effectively operate these machines.

Joan is a hardworking, top-performing professional. She has my highest recommendation, and I would be happy to have her back at Spirit Aerosystems if the opportunity arose.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Simmons". The signature is fluid and cursive, with a large initial "C" and a long, sweeping underline.

Chris Simmons

Sr. Equipment Engineer & Engineering Analyst

Spirit Aerosystems, Tulsa

(918) 384-9398

Simmons.chris@sbcglobal.com