

Reference Letter of Technical Skills

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To Whom It May Concern:

It is with great privilege that I write to you in recommendation of Lee Vang. I have known her for many years and know that she was studying Microsoft Office, Accounting and Finance and thought that she would be the ideal person to discuss about cleaning up files on my computer.

My computer screen was clutter with many files and it was extremely slow at loading webpages. Ms. Vang suggested I create a new folder and move my files into the folder to save space on my computer. To help speed up the computer, she suggested I clean the computer system by setting up a disk clean up schedule. I also needed to send large multiple individual employee letters to another manager to print out except the files were too large to send. Ms. Vang recommended putting all the files into one folder and zip the files. Once the manager receives the zip file, the manager can save it onto the desktop, unzip the files, extract all, and the manager will be able to print the letters out. After learning these techniques about creating new folders and zipping files into one folder, I no longer have problems with sending large files to other managers.

I would definitely recommend Ms. Vang when it comes to basic computer skills. She was able to identify the problems immediately and came up with a solution.

Respectfully,

Brian Harris

Manager, Distribution Operations

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