Office of the City Controller

Financial Analysis & Reporting Division

200 North Main Street

Suite 370/Mail Stop 183

Los Angeles, CA 90005

(213) 978-7300

Monday, August 19, 2006

Ms. To whom it may concern

Title

Company

Street Address

City, State and Zip Code

Dear to whom it may concern:

# SUBJECT: MS. JESSICA REBOLLAR

**SUMMER 2006**

I would like to take the time to inform you Ms. Jessica Rebollar, if hired will represent your department in the most professional and friendly way possible. She did the job that she was asked to do quickly and efficiently, and alerted me when there were problems or conflicts in her workload.

Not once did she complain about any assignment given to her. It was a pleasure working with Ms. Rebollar.

If you have any questions, please feel free to contact me at (213) 978-7300.

Sincerely,

Victoria M. Orellana (Tori)

Clerk Typist

8-7300

Ms. Victoria M. Orellana

Office of the City Controller

Financial Analysis & Reporting Division

200 North Main Street

Suite 370/Mail Stop 183

Los Angeles, CA 90005

(213) 978-7300

Thursday, April 20, 2006

Ms. Jamie Rebollar

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Los Angeles, CA 9\_\_\_\_\_\_\_\_\_

Dear Jessica:

# SUBJECT: LETTER OF RECOMMENDATION FOR THE SUMMER 2006

# SUMMER WORKER PROGRAM

I am pleased to hear from you. After the great job that you did as a Student Worker during your internship in the Controller’s Office, I am honored to receive a request to write a letter of recommendation for you.

Your skills were an asset to the Financial Analysis and Reporting Division. Combined with your professional demeanor, I cannot find a more qualified Student Worker to recommend. I know that others will be as impressed with you as I am. Surely you can apply these same skills in the service of the next organization fortunate enough to welcome you aboard.

If you have any questions, please feel free to contact me at (213) 978‑7300.

Sincerely,

Victoria M. Orellana

Clerk Typist

Attachment Ms. Victoria M. Orellana

Office of the City Controller

Financial Analysis & Reporting Division

200 North Main Street

Suite 370/Mail Stop: 183

Los Angeles, CA 90005

(213) 978-7300

Wednesday, December 04, 2013

To Whom It May Concern:

# SUBJECT: LETTER OF RECOMMENDATION FOR LINDSEY GONZALEZ

# SUMMER WORKER 2013

My name is Victoria Orellana. I am a Senior Clerk-Typist for the City Controller’s Office. During the summer of 2013, I had the pleasure of training Ms. Lindsey Gonzalez, a Student Worker for the Financial Analysis and Reporting Division. Lindsey was scheduled to work for us for two-weeks. She was always punctual. She was pleasant and eager to work.

Her job description included filing, typing, proofreading, routing and/or delivering, documents to the Mayor’s Office, City Council offices and all City departments on our behalf. She scanned multiple documents. She also retrieved reports from other departments for us. She checked time sheets for accuracy. She performed a variety of duties. She is a quick learner.

She did the job that she was asked to do quickly and efficiently. When she asked for clarification, her questions were always well-thought out. She took supply inventory and helped make out lists of supplies to be ordered. She alerted me when there were problems or conflicts in her workload. She made suggestions where necessary, and improved upon tasks at every given opportunity.

While Lindsey assisted me here, she consistently displayed a good work ethic. I was proud to have her participate in the student worker program.

I am sure that in this brief time that she worked with us, that there were skills that were untapped. I am confident that Lindsey possesses abundant potential. Please feel free to contact me at (213) 978‑7300 to discuss her talents.

Sincerely,

**Victoria Orellana**

VICTORIA M. ORELLANA

Senior Clerk Typist