

Letter of Recommendation for Megan Reid

January 22, 2015

Dear Hiring Manager,

It is my pleasure to recommend to you Megan Reid for the position of Technical Writer or Technical Editor. Megan has been a dear friend of mine for fifteen years, and is one of the most delightful people I know.

I have been watching with great interest how Megan has responded to the challenges and pressures of pursuing a Graduate Certificate in the Technical Writing program at Algonquin College, and I have been much impressed by her dedication to learning the tools and techniques of technical writing.

Megan has consistently garnered a string of successes in the courses she's been taking, and has produced an impressive array of documentation in fast-paced working conditions. She has authored marketing materials, end-user documentation, and usability analyses, demonstrating her ability to adapt well to different media and markets.

To mimic further the real-world work environment of a technical communicator, she has been working alongside technical authorities and other subject matter experts at the college to envision and author documentation deliverables—both individually and as part of a team. At the same time, she has demonstrated a keen commitment to end-user needs, striking an achievable balance between project objectives, innovation, deadlines, and customer satisfaction.

Megan has gained valuable experience using the software tools most often used in the profession, such as Adobe FrameMaker 12 and Adobe Acrobat XI. This semester, she is acquiring skills in RoboHelp to produce online documentation deliverables, and, given her track record of excellence, I am confident she will achieve mastery of this tool as well.

Megan is an exceptionally hard-working and dedicated individual. Were I still working as a team leader at Gandalf Data Limited, Newbridge Networks Corporation, or Syndesis Limited as I have during my lengthy career in technical communication, I would have been delighted to have Megan join our team.

I trust you will find Megan Reid a most sound and skilled addition to your organization, and I heartily commend her to you without hesitation.

Best regards,

Christine Parkinson

Senior Technical Writer/Team Leader (retired)

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