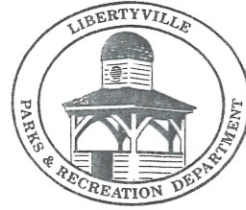




## Village of Libertyville Parks & Recreation Department

625 West Winchester Road • Libertyville, Illinois 60048 -1379



March 9, 2001

To Whom It May Concern:

Please accept this letter of recommendation on behalf of Linda West. Linda was employed by the Village of Libertyville from August 28, 1989 to March 9, 2001. I have had the distinct pleasure of working with her since 1994. Linda's contributions during this time to the Parks and Recreation Department were very significant.

Linda began her work with the Park and Recreation Department as a Secretary. Through her diligence and desire to make our department better, she began to do the desktop publishing of our seasonal recreation brochures. Prior to this we had the typesetting of our books done by outside typesetters. Linda learned to be proficient using Pagemaker and created the books in-house. From that point on, the brochures have been better than any that were ever done by "professional typesetters". This also allowed my staff to have more control on content. In the years that followed, Linda saved our department money by learning Quark software, which printers began to prefer. This lowered our costs for printing significantly.

We promoted Linda to Administrative Secretary in 1995 at which time she began managing the front office staff. She hired, trained, supervised and supported clerical staff. Linda backed them up, providing excellent customer support, and good public relations. She was also a member of the Village's Technology and Computer Committee. Linda performed a wide range of computer maintenance for our department, installing hardware/software, and fixing problems. She continued to do our brochures, as well as the department newsletter. I came to depend on her heavily as our Department's "computer expert"

It was about this time that Linda began to assist me more closely on special projects, such as our Buy-a-Brick program, Village Survey, and Forestry programs. She also joined me in evening Committee and Commission meetings, where responsibility was to write concise, accurate minutes. Her writing skills allowed her to be very successful in this capacity.

I was impressed when Linda took it upon herself to learn web design and started preparing our entire brochures for posting on the web. We are one of the few park districts/departments in Illinois where this is done, and Linda has been doing a fine job of this for quite some time now.

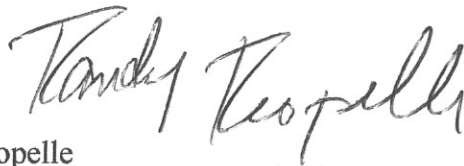
During her long tenure with the Village of Libertyville Linda has demonstrated her ability to be a hard worker, while maintaining a positive attitude. She was always willing to accept new responsibilities and challenges. Over the years I have always been able to depend on her support and assistance.

Recreation Division  
625 West Winchester Road  
Phone: (847) 918-PARK (7275)  
Fax: (847) 362-0815

Parks Division  
544 North Avenue  
Phone: (847) 918-2074  
Fax: (847) 918-9429

I am confident that Linda will find success in whatever her future endeavors may be. She has the ability to learn new skills, technologies, and apply them to whatever the work situation calls for. I would strongly recommend that you take the time to get to know Linda and learn how her abilities can be used to assist, and improve, your company or organization.

Sincerely,

A handwritten signature in cursive script that reads "Randy Reopelle". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Randy Reopelle  
Director of Parks & Recreation  
Village of Libertyville