



October 17, 2018

Dear Sir/Madam,

It is my pleasure to recommend Jill Cohen for a position within your organization. I have worked with Jill for the past 3.5 years as her manager at Mortgage Network, Inc., where she used her organizational and communication skills to provide exceptional support to her operations team as a processing assistant. I am confident that Jill will prove to be the right choice for your company.

As a processor assistant, Jill demonstrated her ability to manage competing priorities on a daily basis while ensuring timely delivery on all requests. Jill proactively managed reports and anticipated her team's needs. She was able to clearly communicate with our business partners to obtain required documentation to complete our loan file review and was creative in resolving problems which would arise. Because of Jill's extraordinary performance she worked closely with several high performing processors to support them to ensure their client's loans closed not only on time, but early.

In addition to Jill's technical capabilities, she is one of the most inclusive and welcoming people I have known. Jill reached across all departments (operations, sales and corporate) and built strong and lasting relationships. She genuinely cares about people and that was evident in her relationships with her peers, business partners and clients. Jill will bring to your organization a positive can-do attitude with a little sense of humor to lighten the day.

Jill has my recommendation for this position. I have no doubt she will make a strong addition to your team. Please feel free to contact me if you have any questions regarding her past work.

Sincerely,

A handwritten signature in black ink, appearing to read "Christine Terranova", with a long horizontal flourish extending to the right.

Christine Terranova  
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