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To Whom It May Concern:

I highly recommend Kilee Harvey for employment at your facility. She will be graduating after completing her extern at this location and has been a pleasure working with Kilee. Kilee is skillfully able to work with minimal supervision and is able to complete multiple duties at one time while maintaining a positive attitude and treating all patients with respect. Her professionalism is remarkable. She is well-organized and self-motivated.

Kilee is able to balance multiple patient therapies and the appropriate paperwork in an efficient manner. During the course of each day Kilee was responsible for assisting in patient in-take, office organization, and patient paperwork; she works cooperatively with staff and offers and stays busy. When asked to cover for clerical staff handling such tasks as answering phones and answering patients' questions Kilee did so with a cheerful attitude and no complaints.

She has always been a team player and is well-liked and respected by patients, co-workers and physicians. She has demonstrated a unique talent for calming children and elderly patients who are very sick, in pain or anxious about their examinations.

Please feel free to contact me further, for information that you may need in regards her previous job performance.

Respectfully,

A handwritten signature in black ink, appearing to read "Dr. David Cohen". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Dr. David Cohen DC