

DUKE UNIVERSITY

*Durham
North Carolina
27708-0898*

DINING & SPECIAL EVENTS DEPARTMENT

- Conference Services
- Dining Services
- Special Events Services/Bryan Center
- Technical Services

OFFICE OF THE DIRECTOR

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July 11, 1995

To whom it may concern:

Chris Jordan has been a valued member of our Dining Services staff, and I am very sorry to see him leave Duke.

During his time with our department Chris served first in our Procurement office and then in our Catering Sales office, in both cases to rave reviews from his supervisors, co-workers, and customers. Chris is an organized, detail-oriented, conscientious person. He exhibits outstanding work habits--he is reliable, prompt, loyal, hardworking, and has very high integrity and honesty. Furthermore, he has excellent "people" skills and a strong customer-service orientation. His customers, both inside and outside the University, praise him as a person who takes their needs to heart and works tirelessly to give them great service. His co-workers enjoy working with him and quickly come to know that they can always rely on him in a pinch. Chris has strong computer skills, and usually became the local "guru" of whatever software was in use in the various offices where he worked.

Chris's departure from Duke is a loss for our department and for the University as a whole, and we wish him the best of luck as he leaves the Durham area. I am certain he will be successful in whatever career he chooses in the future. I recommend him unhesitatingly, and would gladly rehire him at Duke given the opportunity. I would be delighted to discuss Chris's qualifications at greater length should this be appropriate.

Sincerely,



Wes Newman
Senior Director, Dining & Special Events