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Re: Paul Cain

To Whom It May Concern:

I write to recommend Paul Cain for a position with your organization. Paul worked as my secretary at Osborn Maledon, P.A. from March 1996 to February 2001. During this nearly five year period, I came to know Mr. Cain well, and appreciate his strengths and talents as a legal secretary.

Working as my legal secretary, Paul assumed far more responsibility and performed far more tasks than is typical for a regular secretary, or even a legal secretary. Mr. Cain drafted correspondence, and sometimes assisted with pleadings. He coordinated client meetings and oversaw various aspects of a legal professional group with which I am involved. Additionally, Mr. Cain assisted with document coding, proofreading briefs and pleadings, and organizing documents. He performed these tasks in addition to the regular tasks performed by a legal secretary.

Mr. Cain performed these tasks with extraordinary professionalism and diligence. His attention to detail exceeds that of virtually anyone I know. He also had a strong sense of loyalty, and often made helpful suggestions. In sum, Mr. Cain cared deeply about his work, and possesses many basic skills that would prove valuable to any organization.

I would be happy to discuss Mr. Cain in more detail with you. Please feel free to contact me at the above address, telephone number, or e-mail address.

Very truly yours,

Thomas L. Hudson

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