



The Vanguard Group
700 Chesterfield Parkway
Malvern, PA

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To whom it may concern:

I worked with Judy Thomas for eight months while she was contracted as a technical writer at The Vanguard Group. During that time, she became an integral part of our pension department, Defined Benefit Services.

Judy documented procedures for each specific process in the Defined Benefit area. Her attention to detail, thoroughness, and discipline enabled her to create a quality manual for an important client. We were so pleased with her work that we extended her assignment so that she could compose a generic manual. It is still being utilized as an ongoing business unit document.

The quality of Judy's work and her winning personality quickly gained her the respect of management, as well as that of her peers. I highly recommend Judy for employment, but especially for opportunities in the editorial arena.

Sincerely,


Sarah James
Defined Benefits Manager