

To whom it may concern,

I employed James Bancroft in my capacity as the owner of *Eyevision Productions*. James was an employee of the company from June 20XX until November 20XX when he left the company to pursue his Engineering studies.

Given that *Eyevision* was a small company of around a dozen employees at the time, James's tasks varied a lot from day to day depending on the task at hand. His versatility in this respect was extremely beneficial.

As the Senior Technician, he was responsible for the technical specification and design of audio and vision systems for the larger events. This role of responsibility also involved him attending preproduction meetings with our clients to ascertain and discuss technical requirements of their event. He would then specify equipment lists, conduct site visits, draw schematics and floor plans and manage subhires.

Alongside his role leading the team at these larger events, he never shied away from smaller tasks like delivering and setting up small PA systems, boardroom projectors, warehousing and repairs. James worked closely with the Operations Manager as the technical counterpart to his management of the crew and logistics before, during and after events.

James is a highly organized and motivated person – he is able to work efficiently and effectively in teams and on his own. He is highly reliable, trustworthy and takes whichever role he takes up seriously. James's friendly and confident manner generates a calm and harmonious working environment.

I recommend James Bancroft without reservation, knowing that he will do an excellent job in whichever area he pursues.

Regards

*Name*

Eyevision CEO