

PO Box 93106, City of
Industry, CA 91715-3106

From the Desk of
Gary R. Cook

(626) 940-7422 Cell
(626) 414-4127 Work

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To Whom It May Concern:

I am writing to recommend Jose Hernandez for his skills as a business manager.

I have the opportunity to work with Jose on a first-hand basis as a business partner. I have also been privy to share his experiences in different positions over many years as a friend and confidant. In both of these capacities, I have seen Jose exhibit a great deal of stamina and focus. He is both creative and determined to accomplish his tasks and goals. He needs very little encouragement, as he is always on top of his activities from moment to moment. He is both a "team player" and works well independently.

He is able to concentrate on the functions of his position, and to be thorough in the application of his responsibilities. I have seen him interact with both employees and customers. He has empathy for his employees, respect for his company and supervisors and a strong interest for his customers needs. He has a strong sense of what is important to others. He knows how to treat people with dignity, but also expects the same. He has a natural curiosity and concern for the interests of his customers and is able to bring that out of them, and turn it into a sale, whether in the restaurant or financial services industries. He has a method for bringing customers back as "regulars" and remembering their names and favorite foods. He is good at communicating both in person and on the telephone. He is able to build strong business relationships with neighboring companies and vendors.

He is dedicated to doing his job, and focused on being the most efficient at it that he can. He is adept at learning computer programs with very little outside help. His math skills are high and he is able to interpret information in the learning process and adapt it for other purposes. He has a strong aptitude for learning new things, but also excels in routine activities on a regular basis. He is very helpful and notices when things need to be done, and takes responsibility for doing so.

I would highly recommend Jose for any position where his skills can be applied. He needs very little instruction and would be an asset to any company. As a researcher and communicator, he has worked with me for the last couple of years as I have striven to build a non-profit, designed to employ homeless youth and train them in Green Construction. Please call me if you have any questions. I would be more than happy to discuss this note in detail.

Sincerely,


Gary R. Cook