



LEWISHAM WAY, LONDON SE4 1UT
TELEPHONE 020 8692 0353 FAX 020 8694 9163

PRINCIPAL: RUTH SILVER CBE

4 February 2005

TO WHOM IT MAY CONCERN

Andrew successfully completed the 18-wks, Intensive Skills course at Lewisham College. His attendance and punctuality on this course have been exemplary.

Andrew is reliable, enthusiastic, trustworthy, adaptable, and ambitious with a conscientious approach to detail and he is highly motivated. He is calm, helpful and shows empathy when dealing with his peer group.

His excellent IT skills, (using Word, Excel, Access, and Power-point to advanced levels) were recognised and he assisted us in developing and enhancing a number of course and college documents

Andrew always worked in a way that made the best use of his time. He prioritised his workload at college and met all deadlines set for the course and whilst supporting the Business School at Lewisham College. He is a flexible administrator able to change his working plans to appropriate priorities to suit office needs.

I wish him well for the future and I am confident he will be successful in whatever future career he follows.



Pauline Marven

Tutor

Kate Gibson
Head of School
Business, Finance and Retail

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I can confirm this is Lewisham College
paper and Pauline Marven - signature
Kate Gibson - Head of School.