Mobil Sekiyu Kabushiki Kaisha

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TOKYO 100-31, JAPAN

July 26, 1995

To whom it may concern

Teale M. Failla

Ms. Teale M. Failla was employed as a summer student for 9 weeks at the office of Mobil Sekiyu K.K. in Tokyo, Japan. She was employed specifically to assist in the redesign of the filing system in the Manufacturing Joint Venture Coordination Department. We found her to be a cheerful, willing, and hard working employee.

During the course of this project, she demonstrated excellent planning and organizing skills and took a systematic approach to the job. Schedules were developed and adhered to. She showed considerable initiative and worked with minimum supervision. Results could only be achieved by close coordination with all members of the staff, and working relationships were excellent.

Overall the project was very successful largely due to the efforts of Ms. Failla. All objectives were met; the volume of files reduced by over 50% and a new improved system was implemented.

We have no hesitation in recommending Ms. Failla to any future employer as an intelligent, hard working employee.

We enjoyed having her work with us. We wish her success in her future career.

C. GUMurdoch

Managing Director

Manufacturing Joint Venture Coord.

bc: N. Sakuma