

Good morning!

It is not every day that you encounter someone in your career who excels in everything that she does. The exception is Katy Champion. She is truly exceptional. The purpose of this letter is to introduce and recommend Katy for a position in your company.

I had the pleasure of working with Katy at McKesson. She and I were senior-level technical writers at the time. Katy was responsible for writing and editing product documentation for several McKesson products. Our audience was various clinicians and healthcare professionals. Since then, Katy's department was acquired by another company and she was promoted to the role of Managing Editor. In addition to her editing responsibilities, she coached writers to produce high-quality deliverables.

Katy has excellent communication skills, is extremely detail-oriented and organized, and has top-notch writing and editing experience. Katy is adept at writing clear, easy-to-understand, user-centric documentation. She works well independently or in a team to provide the essential information that her audience needs. She is flexible and willing to take on seemingly impossible tasks and succeed at them. Katy is quick to volunteer to take on new responsibilities in addition to her current workload.

Katy would be a tremendous asset to your company and has my highest recommendation. If you have further question about her background and skillset, please do not hesitate to contact me.

Sincerely,

Troy Holmes

Documentation Manager

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