



The University of Oklahoma
Health Sciences Center
OFFICE OF LEGAL COUNSEL

February 19, 2008

To Whom It May Concern:

Please accept this letter of recommendation for Ms. Susan Houck. As an attorney for the University of Oklahoma, I had the occasion to work with Susan in her position in the Document Production Services office.

Although I worked with Susan on several projects for the University, the University's Faculty Handbook revision was probably the largest and most important. The Faculty Handbook is updated every few years and always involves major revisions to content, format, and internal references, as well as general editing. It is a project that requires attention to detail, and Susan was careful to provide that. It is also a project that requires work be completed in phases on a structured timeline, and Susan met each deadline without issue.

I recommend Susan without hesitation for desktop publishing positions. Her work product was excellent, as was her professionalism. Please contact me if you need additional information.

Sincerely,

Jill Bush Raines
Legal Counsel