

18 April 2002

To Whom it May Concern

Tracey Clark

Tracey Clark has worked for this company on a part time basis since February 26<sup>th</sup> this year.

Tracey attends to customers as a sales assistant and is also involved in stocking shelves and pricing goods as well as assisting with commercial photocopying, including colour copying.

Although Tracey has been here only a short time she has adapted well and is quick to learn. We have found her to be reliable and punctual and she gets on well with her co-workers.

If a verbal reference is required, I will be happy to oblige.

Yours sincerely



TONY GRANICH  
Managing Director



**GEC  
AVERY**

**HEAD OFFICE:**  
21-23 Pretoria Street, PO Box 30642  
Lower Hutt, New Zealand  
Tel: (04) 570-0855 Fax: (04) 569-8822

**GEC AVERY (NZ) LIMITED**

**PLEASE REPLY TO:  
AUCKLAND BRANCH  
PH: 5260066  
FAX: 5260029**

**TO WHOM IT MAY CONCERN**

**RE: TRACY CLARKE**

Tracy has been employed by this company on a partime basis for the last 7 Months.

Tracy's duties are mainly to arrange the despatch of the freight required to be sent on a daily basis. This includes the packing, labelling and recording details as required. I have also introduced Tracy to some office duties, which she has completed efficiently and accurately.

Tracy has been very punctual and has carried out her duties in a professional manner.

I'm sure any future endeavours will be treated accordingly.

Should you wish to speak to me do not hesitate to contact me.

Yours faithfully,  
**GEC AVERY (NZ) LTD**

Jan Hutchings

**BRANCH MANAGER - WEIGHING & TESTING DIVISION AUCKLAND**



RUBBER STAMP MAKERS

**P.A. INKMAN**

( 1 9 8 7 ) L I M I T E D

23<sup>RD</sup> June, 2004

## TO WHOM IT MAY CONCERN

This is to confirm that Miss Tracy Clark has been employed by PA Inkman for the past 12 months.

Tracy joined us in a Customer Services Role however we have found her to be very flexible and eager to learn so she now does Typesetting as well, plus helps out where ever she is needed..

Tracy is always ~~very~~ punctual and very clean and tidy in her personal appearance, therefore I would have no hesitation in recommending her as a tenant to any future Landlord.

Yours faithfully



Rozelle Whitford  
**OFFICE MANAGER**

43 MT EDEN ROAD EDEN TERRACE AUCKLAND  
PO BOX 47-304 PONSONBY AUCKLAND NEW ZEALAND  
TEL 09-367 1085 FAX 09-367 1096



**Connors' Bakeries Ltd.**  
CONNON'S WHOLEMEAL & GENERAL BAKERIES

381 NEW NORTH ROAD, AUCKLAND, 3      PHONE: FACTORY & OFFICE 551-277

To Whom it may Concern <sup>8463299</sup>  
~~4/3/02 190~~

Gracey Banks has been with us as a part-time shop assistant when she was a student. She commenced on the 18/10/01 and has left of her own accord. We have always found her honest, reliable and a very good worker.

yours faithfully,  
Bliff Connors.  
Manager/Owner.

**STRICTLY PRIVATE AND CONFIDENTIAL**

25 February 2000

Tracy Clark  
150a Seabrook Ave  
New Lynn  
AUCKLAND

Dear Tracy

Thank you for taking the time to meet with us the other day regarding career opportunities.

On behalf of the team at Kinetic Recruitment, we look forward to working with you.

Tracy, we understand that the interview process can be a little daunting and a lot to take in, but if you have any questions at all, please do not hesitate to call us.

Most people tend to be curious about their performance in interview and testing situations, so we have listed below your test results from your interview:

Spelling:	19/20
Comprehension:	19/20
Visual Accuracy:	17/20

We will be in regular contact, but please feel free to call us at any stage to discuss current employment opportunities. We have enclosed some forms for temporary employment, please fill them out and return as soon as possible.

Again, thanks for your time and for choosing to work with Kinetic Recruitment.

Kind regards



Kate Gordon  
**DIRECTOR**

# **ATTENDANCE AWARD**

**Given to**

**TRACY CLARK**

**FOR EXCELLENT ATTENDANCE  
& TIMEKEEPING**

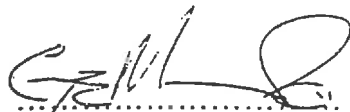
**Whilst attending a**

**RETAIL & WHOLESALE  
COURSE**

**with**

**Skills Update Training Institute**

24 June 1999  
Date Awarded

  
Tutor



**SKILLS UPDATE  
TRAINING INSTITUTE**

# Certificate of Achievement

*This is to certify that*

**TRACY CLARK**

---

*has completed a Youth Training course in*

**SECRETARIAL**

---

*with the*

**SKILLS UPDATE TRAINING INSTITUTE**

---

*Date awarded*      **13 July 2000**

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*Training Provider/Tutor*

*[Signature]*

**Youth Training**



**Skill New Zealand**  
Pūkenga Aotearoa

# Certificate of Achievement

*This is to certify that*

**TRACY CLARK**

*has completed a Youth Training course in*

**RETAIL & WHOLESALE**

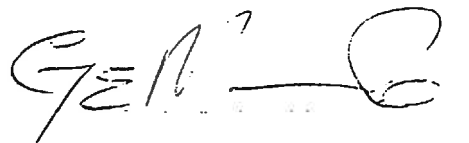
*with the*

**SKILLS UPDATE TRAINING INSTITUTE**

*Date awarded*

**25 June 1999**

*Training Provider/Tutor*



*Youth Training*



Skill New Zealand  
Pūkenga Aotearoa



Dear Tracy

24 April 2009

It has been a pleasure working with you over the past few weeks, I have learned so much from you about life and people who want to achieve their dream.

Keeping in mind what Jim Rhon said about success: "success is not something that you pursue, success is something that you attract by the person you become"  
I congratulate you on the changes that you have made in your life today, it certainly will make a better tomorrow for you and your family.

I have seen the growth in you and the desire that you have and I believe that with faith in who you are, love for yourself and your family and others and the hope that the future is going to be *better than good*, with enthusiasm for life, a day will come when I will see you my friend AT THE TOP.

Please do keep in touch and let me know how life leads you over the years ahead.

Some were born to be mild, some were born to be wild, some were born to only begin, You were **Born to Win**

Be inspired...be encouraged ...be motivated

Your friend

Melvin Pillay

0800 222 336 ext 709  
[melvin.pillay@nzma.co.nz](mailto:melvin.pillay@nzma.co.nz)

For I know the plans I have for you, plans to prosper you and not to harm you, plans to give you hope and a future- Jeremiah 29:11