

September 5, 2025

Recommendation for Jillian Mitchell

Dear Hiring Manager,

I worked very closely with Jill during the two years that she served as a communications officer at RoadSafetyBC, Ministry of Public Safety and Solicitor General. Jill excelled in this role, exhibiting one of the highest levels of communications skills I have seen in a communications officer during my 25-year tenure with the B.C. government. Jill produced a high volume of work while consistently maintaining high standards for quality and accuracy in her letters to citizens, in the monthly employee newsletter and other communications materials.

Jill possesses the ultimate “can-do” attitude while taking on all tasks with a positive energy and a smile. Her upbeat personality and engaging personal style enable her to interact effectively with B.C. citizens and staff. She is very well organized and kept track of the details necessary to meet all of her deadlines.

All the intangibles that lead to success in the workplace are in order with Jill. There will be no unpleasant surprises and I am confident she will fit in with any group she works with.

I was very grateful for her contributions to RoadSafetyBC and very confident that she has the intelligence, work ethic, and communication skills to add value wherever she works.

Please feel free to contact me if you have any questions.

Sincerely,

Shannon Holms
3110 Service Street, Victoria, B.C. V8P 4M5
Email: shannonholms@shaw.ca
Cell: 778-967-5079