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MEMORANDUM

TO: Whom it may concern
FROM: Nelson Checkoway
RE: Davinder Khanna
DATE: November 4, 2008

I am writing in reference to Davinder Khanna in connection with his search for a new professional position.

I have had the pleasure to know and work with Davinder over the past decade and have come to admire him as a consummate professional: dedicated, creative, hardworking, inventive and loyal. During his tenure at the National Park Trust, he wore many hats, as the organization's chief financial officer, as the creator and manager of NPT's website, and as a chief of staff and second in command to the president of the organization.

The breadth of Davinder's responsibilities was tied chiefly to the small staff and budget with which he had to work. Within these lean circumstances Davinder thrived, always assuming more responsibility and duty – often more than was asked of him.

I feel that Davinder would be a strong asset to an organization seeking a dedicated and experienced self-starter and I would enthusiastically recommend him to any position whose requirements he meets.

I hope that this letter is helpful toward evaluating Davinder as a potential employment candidate. Please feel free to call or email me with any questions.