



Employment & Social Services
Patricia Walcott, General Manager

Lesmill Employment & Social Services
20 Lesmill Road
Toronto, Ontario M3B 2T5

Tel: 416-392-2850
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January 18, 2017

To Whom It May Concern:

Re: Letter of Reference for Manish Khanna

Manish has been volunteering as an EC Liaison for the Toronto Public Service Job Incentive Program in the Lesmill Employment Centre since October 24th, 2016. During his time as a Computer Tutor Manish has demonstrated customer service skills and the ability to follow instructions. Manish is able to trouble shoot and resolve computer related issues for employment centre users.

When required to he has demonstrated patience and empathy when assisting users in a variety of computer related activities including completing online applications for employment and government services, completing employment centre surveys, creating online accounts for job search sites and in helping clients format and type their resumes.

Manish is striving to acclimatize himself to the Canadian working culture and society.

For further information please contact me at the number below.

Sincerely,

A handwritten signature in black ink, appearing to read "Chiara Longo".

Chiara Longo
Employment Centre Supervisor
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M3B 2T5
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Email: clongo@toronto.ca