UC

THE UNIVERSITY OF
CALGARY

PUBLIC AFFAIRS

May 6, 1994

To Whom It May Concern:

I am pleased to write a brief letter of reference for Jim Miller.

Mr. Miller worked in the Public Affairs office from 1983 to 1987 as a writer/editor/photographer for the U of C staff/faculty newspaper, the Gazette.

During that time he completed his tasks on time and with great care and attention to accuracy.

The job entailed interviewing a variety of people, ranging from the President to a caretaker, on a variety of subjects, ranging from an upcoming conference to new anatomic histopathology systems (or other equally hard-to-understand research). A large part of the job entailed taking research that was difficult to grasp, conducting a detailed interview with the researcher, and then turning that interview into a news story that was interesting and communicated the benefits of that research into language the layman could understand.

Miller was also responsible for taking the photos to accompany his stories and for designing and laying out the weekly issues of the Gazette. Since it was a weekly, Miller was kept quite busy writing, editing, laying out and then preparing for the next issue. Miller never missed a deadline and the paper was always out on time. This demanded a great deal of effective time management as well as the ability to write quickly.

Miller's range of abilities -- interviewing, writing, photography, design and layout -- made him a one-person publication office. That's not to say that he worked alone - he had to cooperate and work closely with other members of the Public Affairs team and with members of the administration.

I believe Mr. Miller wil make a valuable contribution to any endeavor where his skills as a writer/photogapher/ designer will be utilized. I know in our case, it was very useful to have a person on staff whose skills ranged across an entire spectrum of publication production and was not simply limited to one skill.

Yours truly,

Ken Bendiktsen
Publications Coordinator