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To whom it may concern:

Action Associates is a staffing firm working with area employers to fill production and professional positions. We had the pleasure of working directly with Theresa Anthony as well as other staff members. Theresa assisted us in the following ways:

- Introduced us to an area employer that is going through Lay-off in which we were able to meet with those employee's and have placed several into positions in the area.
- Sharing a tour and allowing us to utilize the Michigan Works resources to assist us in holding a Job Fair.
- Scheduling the Michigan Works rooms for on-site Job Fair and employer interviews.
- Assisting with managing the flow of candidates arriving to the Job Fair and setting up for the Job Fair.
- Assisting with the recruitment strategy and helping to get the word out of the job fair.

We had a very successful job fair and it ran very smoothly. We truly enjoy working with Theresa and believe she provided the resources and support which allowed us to fill several positions with area employers. We will be holding weekly job fairs for the next few months to assist us with filling 100 to 200 positions in the next 3 months.

Thank you and if you would like to reach me, you can call my cell phone any time at 810-923-5853.

Kind regards,



Kelly Pegrum
Client service supervisor
Action Associates