



January 8, 2001

TO WHOM IT MAY CONCERN:

I would like to heartily recommend Jeff Cupchik for any position for which he might apply. Jeff worked for me at CJRT-FM from January to May 1994. I was Record Librarian at this non-commercial radio station which at that time broadcast mainly classical and jazz music.

Having finished his music degree at the University of Toronto, he took the initiative in looking for a job and called me. At that time, I was looking for a part-time student to assist in the wide variety of work needing to be done in the library. These duties included acquiring, processing and cataloguing new recorded material, mainly CDs, as well as maintaining the budget for the record library, monitoring expenditures and processing invoices. In addition, a large part of the job was liaising with a wide variety of people, including staff, listeners, record distributors, and music organizations.

Although his main duties were processing and cataloguing music into the database, he also learned the computer system used for the library budget. Jeff acquired these skills very quickly. Being bright and congenial, he became a valued employee. He was well-liked by other staff, and was always courteous and helpful to those he spoke with by phone. In the short time he worked at the station, I believe he got an overview of how a small radio station works.

Recently Jeff contacted me again in my position as Media Librarian at Radio Archives of CBC. I was happy to see him and was greatly impressed with all he has achieved since leaving CJRT. He has certainly gained many additional skills during that time. I am sure that he will be successful at whatever he does and will be an asset to any organization.

If you have any additional questions, please contact me at (416) 921-2409 (Home) or (416) 205-5871 (Business).

Sincerely,

A handwritten signature in black ink, appearing to read "Lynn McIntyre", written over a white background.

Lynn McIntyre
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