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September 1, 2018

Emma Lee  
Director, Human Resources  
Acme Corporation  
123 Business Rd.  
Business City, NY 54321

Dear Ms. Rodriguez,

Meredith Jones worked in the Career Office at Acme College under my supervision during the summer of 2018. During that time, I developed a very high regard for Meredith based on the outstanding contributions that she made to our office throughout the summer.

In fact, Meredith has been the most productive summer staff member that the office has employed during my 20-year tenure as Director of Career Services. Ms. Jones exhibited a rare combination of speed and accuracy that has enabled her to produce a very high volume of work while maintaining excellent standards for quality.

Meredith is an organizational whiz who can work on multi-layered tasks and balance multiple projects concurrently. Meredith's upbeat demeanor and can-do attitude brightened the office and made her a very low maintenance employee. Her strong human relations skills enabled her to interface very effectively with many different constituencies including alumni, students, and employers. Meredith's strong verbal and written communications skills allowed her to relay information in a clear and coherent manner.

Meredith is a naturally caring person who loves to help and encourage others; she consistently demonstrated a solid service orientation towards our clients.

As you can tell by now, I am quite impressed with this outstanding young woman and give her my strongest recommendation for roles that require intelligence, organization, communication skills, service, and a positive attitude.

Please feel free to contact me if you need additional information or perspective.

Sincerely,

Carter Smith