

July 2011

To whom it may concern:

It is my pleasure to provide this letter in support of Ms. Aimee Robinson and her pursuits. During the Spring 2011 semester, Aimee was a student in my BCOM 3113 Written Communications course. In this setting, I was able to observe several positive behaviors in Aimee that I am certain anyone would desire within their organization.

Academically, Aimee was a fine student. She demonstrated dedication to and pride in her work. She worked diligently and often went out of her way to ensure that her assignments were done correctly and with excellence. Regardless of whether she was doing a minor performance appraisal or a major project, Aimee worked to insure she correctly addressed the information and to fulfill completely the expectations of the assignment. Frankly, my classes are hard and I set a very high bar for my students. Aimee responded well to the challenge, especially for being one the few students in the class that was not a business major, and used the course to significantly increase her communication skills for the workplace, and even greater develop her writing skills.

Aside from her academic abilities, I was impressed with Aimee on a professional level. She had no unexcused absences in my class nor did she have any tardys. Unlike most students, she stayed alert in class and refrained from negative behaviors such as text messaging and working the crossword puzzle in the school newspaper. She also came prepared to class, both in dress and supply, as to be successful.

Finally, I was impressed with Aimee's ability to work effectively in a team and to contribute a positive attitude to the group as a whole. In my class, students are expected to complete a consumer report project in which they individually analyze a version of a product and then come together as a group to make a report to "the company" as to which product should be utilized. Aimee emerged as a team member who not only contributed descriptive and colorful information that was vital to the success of her group but also she worked to encourage others by keeping the group positive, approachable and relevant. Teamed with finance, management, and human resources majors, Aimee's public relations background was apparent, as she used her writing and public speaking strengths as a foundation to be successful outside of her area of training.

Based on her academic abilities, professionalism, and team orientation, I believe Aimee Robinson to be an excellent candidate for whatever endeavors she might pursue. As to streamline the application process for Aimee, she has my permission to copy this letter and use it without notifying me of any use. If I can be of any further assistance in your selection of Aimee for employment, please feel free to contact me.

Best,

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