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**Letter of Recommendation for Miss Jillian Hanks**

February 19, 2010

To whom it may concern,

I am writing this letter of recommendation on behalf of Jill Hanks, whom I have known for a little over a year now. Jill started working as my intern in the New Media Department at Women’s Professional Soccer in the Spring of 2009. As an organization, WPS is a start-up business that relies on hard work, dedication and innovation to get things done.  Interns are our life-blood.   
  
Jill came to us with a powerful knowledge of women’s soccer and a strong interest in Journalism. She worked closely with our editorial department to write feature stories, press releases and match reports. WPS is committed to online marketing and social media, and Jill jumped right in and helped manage our social network, the Fan Corner. She also took responsibility for posting all of our external news links to Delicious.com, an online social bookmarking service, and delivering the WPS Daily Clips on our internal wire.

In April, WPS launched a new website. Jill’s support was crucial as she worked long hours to help us migrate thousands of pages of content to the new system. This new platform also allowed Jill the opportunity to learn a new skill set – HTML and content management – which she eagerly took to and continues to develop in her spare time even today. Personally, I’ve enjoyed mentoring her as she’s worked through the trials-and-errors of coding.

I feel that two of Jill’s greatest strengths at WPS were her attention to both process and detail, especially considering that we are such young company. She has a keen understanding of “the bigger picture” and always took the time to fully understand each project she was given. She asks thoughtful questions and completes projects on time. Remarkably, she drove more than two hours each way to the office, and was always early. She would often stay late and come in extra days when we needed her.   
  
As a person, Jill is loyal, supportive and inquisitive. She’s got a sense of humor that puts people at ease, and a booming laugh that will brighten any room. I’m happy to recommend Jill Hanks. If you have any questions, please don’t hesitate to contact me any time on my cell phone at 646-683-2793.   
  
Very sincerely,  
  
Amanda Vandervort  
Website Coordinator

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