

April 28, 2010

To Whom It May Concern:

I am writing on behalf of Jamie White, who worked as a student intern at the West Virginia University Foundation. Jamie worked for the Foundation for over four months and I was her immediate supervisor.

In her position as a student intern, Jamie was charged with assisting with preparing and organizing a solicitation plan for the Campus Campaign fundraising initiative. Jamie contributed to the planning of an event that kicked off this major campaign, which included exclusive Faculty and Staff from West Virginia University.

Jamie demonstrated strong interpersonal and oral communication skills as well as a great work ethic. In her time here, she always had a positive attitude and was dependable and cooperative.

I am truly confident that Jamie will excel in any role or position she assumes. She will be a valuable asset in any work environment. If you'd like more information, I'd be happy to provide it. Please contact me at (304) 284-4016 if I can be of further assistance.

Sincerely,



Kristen Larrick
Assistant Director of The University Fund