



November 15, 2010

I am writing this letter in support of Kim Giles' application for an internship with your organization. Having worked with Ms. Giles for the past nine years as support staff for the departments that comprise Elon College, the College of Arts and Sciences, I can comment with certainty about her work ethic, her sense of duty and responsibility, and the skill level she brings to her job at Elon University.

Ms. Giles works with faculty in several science departments (listed on her resume); and in my position within Elon College I call on her frequently for information, documents, and overall assistance with things ranging from faculty travel to faculty recruitment to class schedules involving these departments. In every instance, she responds efficiently and with exactly what is needed.

Ms. Giles also assists one of the associate deans of Arts and Sciences with a program called "Voices of Discovery," which brings noted scientists to campus throughout the academic year; and in this capacity she makes all travel arrangements, selects the menus for dinners and receptions, and works with catering to make sure everything is set-up correctly. In addition she compiles background information for each speaker and produces the brochure that publicizes the events. Other than actually selecting the speakers for the year, Ms. Giles is the person responsible for making "Voices of Discovery" happen.

In her position as program assistant, she works with faculty, staff, and students; and she treats them all with respect and is respected in return. With everything she does, Ms. Giles is the consummate professional. Because of her professionalism, her computer and communication skills, her attention to detail, and her willingness to do whatever it takes to get the job done, she is given responsibilities that far exceed the norm for a program assistant.

That Ms. Giles has been able to maintain the level of excellence in her job performance and work toward her undergraduate degree at the same time is a testament to her diligence, her determination, and her desire to succeed. I cannot imagine anyone more qualified for, or deserving of, an internship with your organization. Please give her application the highest consideration.

Thank you.

Sincerely,

Carolynn M. Whitley, Administrative Assistant
Elon College, the College of Arts and Sciences