

Susan Driver

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September 1, 2018

Diana Lee
Director, Human Resources
Acme Stables
123 Business Rd.
Business City, NY 54321

Dear Ms. Lee,

It is my understanding that Ellen Smyles is applying for an internship with your organization, working with children in your therapeutic riding program. I have known Ellen for over ten years and have had the opportunity to work with her in many capacities. Ellen was a riding student of mine in elementary through high school, during which time she grew from a beginner herself to help teach the basics of horse care and equitation to newer students.

As well as a teaching facility, we also breed a few horses and ponies each year, and Ellen has always been very involved in working with the youngsters. She has helped to provide ground training and grooming to our weanlings, as well as help with saddle training and schooling green horses.

In addition to helping with the horses, Ellen has also been a fantastic babysitter for my three rambunctious children.

I have absolute confidence in her maturity, and ability to make the right decisions to keep children and animals safe and happy. Ellen is a bright, honest, sensible young woman, and I'm sure she would be an asset to your summer program.

If you have any questions, please feel free to contact me by phone or email.

Sincerely,

Susan Driver

Mary Cole

123 Main Street, Anytown, CA 12345 · 555-555-5555 · mary.cole@email.com

September 1, 2018

Evelyn Lee
Director, Human Resources
Acme Public Relations
123 Business Rd.
Business City, NY 54321

Dear Ms. Lee,

I understand that Ellen Smith is applying for an internship with Acme Public Relations, working in the media relations department. I was Ellen's student advisor during her junior year at NYU and worked closely with her throughout the school year.

As you may know, NYU is known for its media department and has a track record for educating students in the many facets of public and media relations. Many of our students go on to successful careers in journalism, work for major corporations, or secure jobs with the top PR firms in the country.

Ellen not only completed her media relations coursework with the highest grade point average but the feedback from her professors was consistently positive. Ellen's professors noted that she was smart, eager to learn, responsible, and had an innate knack for the workings of both traditional and digital media in today's shifting media landscape. I am confident that Ellen would be an asset to your organization and excel in your fall internship program.

Please call my land phone, cell phone, or email me if you have any questions.

Sincerely,

Mary Cole