

John Smith

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September 1, 2018

Janet Cohen
Director, Human Resources
Acme Corporation
123 Business Rd.
Business City, NY 54321

Dear Mrs. Cohen,

I have worked closely with Julie Johnson for the past two years during which time she served as a peer advisor in the Career Services Office at Concord College. I found Ms. Johnson to be an exceptionally motivated and talented young woman who comported herself well in all the endeavors she undertook. I firmly believe that she will be successful in whatever she pursues.

Ms. Johnson has a very sharp and inquisitive mind. She is also very perceptive and able to read people and situations with a great deal of accuracy. Julie is strongly committed to the organizations for which she works and I am confident that as she continues to mature she will be an asset to society. She assertively addresses problems and exhibits a maturity beyond her years in her approach to situations.

Julie has digested large volumes of information in her role as Career Peer Advisor. She has shown the ability to clearly explain complex concepts to our clientele and has developed very strong relationships with her peers and our professional staff.

I am very comfortable with allowing Julie to represent the office to external constituents. This confidence was evidenced by my recent decision to have Julie accompany a group of seniors to a recruiting conference. She effectively interfaced with corporate representatives and gathered a great number of employment leads for students back on campus.

In conclusion, I am certain that Julie will shine as a graduate student and go on to become a very accomplished business person. She possesses the right combination of drive, intelligence, and interpersonal skills required to excel in school, and in life. Please feel free to contact me if you have any questions about this extraordinary young woman.

Sincerely,

John Smith