

12/11/2003

Jane Doe
123 Fake Street
Stevens Point, WI 54481

Dear Ms. Doe:

It is my pleasure to write a letter of reference for Jane Doe for the position of President of the United States of America. I have been Jane's supervisor in the Office of Student Employment for two years (2000-2002). In her two years with our office, Jane has worked as a general office assistant and then was promoted to Office Manager. Jane has proven herself as an effective manager and a superb administrator. I believe that her experience at the Student Employment Office has given her the skills to be a strong President.

Jane is a mature, highly professional and ethical individual who was a team leader in our department. Her job responsibilities (supervising students, general clerical duties, and marketing) were completed in a timely manner and exceeded my expectations. Jane's strengths are most evident in the areas of supervision and organization. I have received numerous compliments from faculty and administrators regarding Jane's maturity and strong work ethic. She works well under pressure and can balance the responsibilities of work with her schoolwork and personal life. For example, Jane recently was responsible for a large marketing project that was due during her academic finals. Another member of Jane's team was unable to complete her part of the project. Jane was able to balance the project responsibilities and do very well on her final exams. The marketing project helped to increase the attendance at our annual job fair by 25%. This is just one example of Jane's ability to plan ahead and organize a project.

Jane is a superior worker and a valuable member of my team. She would be a great asset to any organization. Please feel free to contact me if you have any questions. I can be reached at 555-1234.

Sincerely,

John Doe
Manager, Student Involvement and Employment Office