

07/05/14

To Whom it May Concern:

I have recently been asked to provide a letter of recommendation for Jeremy Hinz. Jeremy has asked me to provide this letter because I have had him as a student at Lake Superior College.

As a student, Jeremy was an integral part of the class, especially in class discussions. His assignments were always concise and well organized. Jeremy has not only proven himself academically, but demonstrated his leadership and technology skills in class. He is one of the most intelligent and motivated students I have had.

It was a real pleasure having Jeremy in class. He was one of two students that I have ever had, who had an average of one hundred percent at the completion of class. Jeremy excels in working with other students and frequently helps them complete their work.

Jeremy is self-motivated and is easily able to organize and prioritize his work. He has excellent trouble shooting and technological skills. His attitude remains positive and cheerful, no matter how boring or mundane the tasks he needs to accomplish are.

In conclusion, I offer these commendations without any reservations. Jeremy is highly motivated and talented and was a pleasure for me to have as a student. He would be an asset to any organization that hires him and would quickly learn the skills required at his new position. Finally, he is specifically the type of person we would want to hire if we had a position available.

If you have questions, feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Valerie McLain".

Valarie McLain
Computer Information Systems Instructor
Lake Superior College
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