

Steve Smith
123 A Street
Citycenter, NY 12345

September 21, 2012

Bill Jones
345 B Street
Citycenter, NY 12345

Dear Mr. Jones,

I am writing on behalf of Sally Somers regarding the position of Museum Curator Assistant at Citycenter Museum. Sally and I are both majoring in Art History at State College, and we have taken several classes together and worked on many projects. During that time, I have gotten to know Sally quite well and can thoroughly vouch for her character and abilities.

Sally is a pleasure to work with because her pleasant and positive attitude can make nearly any work seem fun and interesting. She usually became the leader of our group projects and always handled the position fairly by making sure everyone had equal amounts of work that they enjoyed. If we had someone in our group who would continuously complain, rather than getting upset, Sally would continue to point out the positives until the person began to enjoy themselves.

For classes, Sally always took the initiative to make sure her work was done exceptionally well. She also made sure she was thoroughly prepared to participate at length in class discussions. Due to her love of art and determination to spread her passion, Sally organized a group that volunteers at nearby schools to teach children the importance of understanding and appreciating art. Although Sally is graduating this year, the excitement she put into this group has given the younger members the passion to want to continue volunteering.

Sally is also willing to work on areas she feels she could improve upon. She realized quickly during our freshman year that her fear of public speaking was holding her back in class, so she worked diligently to improve her speaking abilities. She even took a speech class to gain confidence. She improved so much that the teacher decided to use her as an example for future classes, and she is now able to communicate effectively with everyone she encounters.

With her relentless motivation and her knowledge of art, Sally would bring a wealth of knowledge and skills to the Citycenter Museum. I know she would be an excellent fit for your organization. If you have any questions, feel free to contact me at the above address.

Best,
Steve Smith