



The University of North Florida  
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November 19, 2003

Dr. Anita Hiresomeone  
Counseling Center  
Schultz Hall, Room 2121  
University of North Florida  
4567 St. Johns Bluff Road South  
Jacksonville, FL 32224-2645

Dear Dr. Hiresomeone:

It is with great pleasure that I find myself writing this letter of recommendation for Janie Jobseeker. Janie is an outstanding employee who on a daily basis goes “above and beyond” in her administrative support to Student Government and continuously exceeds the performance standards for her position of office Manager. Laurel willingly accepts new assignments and offers to help wherever she can. Student Government is a frenetic environment that presents many competing demands on the staff there. Mrs. Kendall remains steadfast in her cheerfulness, calmness, and dependability. She is an extraordinary employee and a vital member of the team in Student Government. Laurel has demonstrated excellent managerial and decision making skills. She is attentive to tasks and works tirelessly to achieve the goals of the department. She is an extremely positive and dependable employee, and performs her duties in an extremely timely and conscientious manner.

I’ve received many compliments from the many students that she’s assisted as well as the staff members who rely on Laurel’s direction. Management and personnel in Academic Affairs, Enrollment Services, and other departments praise her work. Laurel is an innovative self-starter, who rarely needs supervision. She is punctual and typically exceeds expectations. She handles pressure well, and will voluntarily work overtime and take work home to meet a deadline.

Laurel is an invaluable asset to any department, and I highly recommend hiring her as your new Associate Director for Student Affairs. If you’d like to discuss her attributes in more detail, please don’t’ hesitate to contact me.

Sincerely,

Emma Feelgood

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