

March 29, 2017

To whom it may concern:

re: letter of recommendation for Jose D. Morales

It has been my good fortune to have Jose Morales employed at the Vackar College of Business & Entrepreneurship. As an associate dean, I supervise various projects involving the development of websites and other technology-related tasks for the college and other academic organizations. Jose is a valuable contributor to the success of these assignments. He is reliably knowledgeable in website development and I have been unable to stump him with any technology issue that has crossed my desk.

Jose is always polite and cooperative with me, and, I have observed, all others with whom he engages in the office. He accepts responsibility for his work and agreeably undertakes tasks outside of his job description when the need arises in the office. He requires very little direct supervision; however, he does not hesitate to ask for guidance or clarification of instructions when necessary. Additionally, when explaining the status of his projects, or when depending upon others to provide him with information required for his next step in accomplishing a project, Jose is patient.

Jose will enhance your organization with his abilities, knowledge, determination, and demeanor. As with many of our part-time student workers that graduate and transition to the “real world,” we will be losing a valuable member of our organization, but to your benefit.

Sincerely,



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