

Dear Hiring Committee,

I am writing this recommendation letter for Jennifer Jennings, who is applying for an internship. I have known Jennifer for four years and I have worked with her in different capacities within those years. I have seen Jennifer in the role of a Community Receptionist, Community Desk Manager, as well as a leader within a campus organization C4C. I have seen her grow as a leader and continue to push herself as time has progressed.

As Jennifer has grown, she has developed great well-rounded skills. Jennifer does well with time management as she balances school, work, and helping establish an organization. As her role as a supervisor she balances the needs of the department and her supervisees well. She makes sure the schedule is filled while maintaining great communication with her staff and gives them time off as they need it. Jennifer also takes great initiative. The organization she was a leader in needed to be reestablished at the institution. Jennifer took the time to meet with the Student Life Office as well as another member to fix the by laws and develop a plan for the organization. Jennifer always comes up with great ideas and is always willing to help.

In conclusion, I would highly recommend Jennifer Jennings. Jennifer is an amazing hard worker and is quick to learn. She makes others feel welcomed and can think quick on her feet. The way I have seen Jennifer work and problem solve I believe she will be positive addition to your team. If you need any additional information, feel free to contact me at 606-923-6464 or by email at kayla.barber@eku.edu anytime.

Sincerely,
Kayla Barber
Residence Hall Coordinator