



Office of the Registrar
William Carey University
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November 13, 2012

TO WHOM IT MAY CONCERN:

I would like to take this opportunity to recommend Mrs. Sarah Grunblatt for employment with your institution. Although I have only worked with Sarah a short time, she has impressed me with her abilities in her position of employment on the New Orleans campus of William Carey University.

She works extremely well with her co-workers, is eager and quick to learn, and is willing to "go the second mile" mile when given a task to complete. She is conscientious, very careful and accurate with records, and is diligent in helping the students by putting them first in carrying out her duties as Coordinator of Admissions and Student Records.

Sarah takes suggestions well and uses them in a productive manner to improve the tasks at hand. She has proven herself to be able to work efficiently under pressure and meet deadlines. In a short time, Sarah has "caught on" to the requirements of her job and has proven her ability to perform well in many varied areas.

She is attractive, well-dressed, and articulate. I believe she will do an excellent job in the position for which she is applying.

Please feel free to contact me, if you need further information.

Sincerely,

Gayle Knight
Registrar
Hattiesburg, Tradition, and New Orleans Campuses