



Done on company letterhead if possible



Oct 14, 2019

Dated



Should be 2-3 paragraphs. outlining specific info about your character, skills, examples of work , etc.

To whom it may concern,

I am pleased to act as a reference on behalf of Jennifer M*****.

I have known Jennifer since 2016 when I was fortunate enough to have her as a student in my digital media class. As a student I found Jennifer to be incredibly polite and positive consistently day to day. In addition, she showed an excellent ability using a variety of computer programs such as Photoshop, 3D Studio Max, and Adobe Premiere to create well-designed and detailed projects.

Last year I had the pleasure of working with Jennifer as as student aide in my Junior Computers class. I readily took on Jennifer in this role based on her strong computer abilities and excellent interpersonal skills she had displayed over the past few years. Working alongside Jennifer, I found her to be nothing short of a top-notch aide who truly was an asset to our class. In addition to her ability to simplify often complex computer skills to the class, Jennifer always maintained a professional manner while working with the students. I had complete confidence that whatever task I asked of her, whether it be providing feedback, organizing assets, fielding student questions, or even teaching a lesson, Jennifer would give 100% in both effort and quality.

It was apparent on a daily basis how well Jennifer works with student and faculty alike. She is a exceptional example of what superior student leadership looks like. I would highly recommend Jennifer for any position and/or award.

May be written for a specific scholarship/award, or more generically to be used for multiple purposes.



Sincerely,

Signed by reference



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Contact information

