To whom it may concern, February 6, 2012

I am writing to recommend Ms. Nina Marti for a summer internship position at your organization. Ms. Marti received an A in my Management Theory class and is currently enrolled in my Marketing Management class. During her semester with me she has demonstrated verbal dexterity, a passion for the arts, and the adroitness that is required by the positions for which she is applying.

Under my instruction Ms. Marti has learned the fundamentals of management theory. She consistently earns high marks on her assignments and exhibits a strong work ethic. She has learned various traditional and modern approaches to management and is familiar with the practice of management. Her training in the arts has provided her with a specialized knowledge of theatre and a general knowledge of performing arts. She possesses a combination of cultivated creativity and business savvy that makes her an effective communicator. She would be a valuable addition to your organization.

Ms. Marti also has exemplary organizational skills. She is meticulous. She has always delivered a finished product or pitch—that is polished and presentable. She organizes her tasks and correspondences efficiently. Her organizational skills curtail errors, delays, and miscommunications.

Ms. Marti’s experience as a Box Office Assistant for Hartke Theatre has taught her many lessons in advertising techniques, organization, and damage control. Following a blizzard in the February of 2010, during her first few months as a Box Office Assistant, patrons were angered that the production that was supposed to take place the following weekend had been postponed. Ms. Marti handled many of these patrons personally, apologizing on behalf of the theater, re-submitting orders for later dates and offering free tickets to devoted patrons with the approval of her supervisor. As a result, the impact of the storm on the number of tickets sold was slight and the theater maintained a good reputation.

In addition to the skills she has demonstrated in class, Ms. Marti has a personality that makes her an ideal candidate for a variety of positions. Her warmth, eloquence, diligence, and attention to detail make her great to work with. I recommend making Ms. Marti a part of your team.

Best,

Jack Yoest

Professor of Management

The Catholic University of America

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