

April 2, 2013

Human Resources  
Sandia National Laboratory

To Whom It May Concern:

I would like to extend my highest recommendation for X as a Staffing Consultant within your organization. X has been employed with our office since August 2002. X was initially hired as our Office Manager in 1998 and in 2001 was selected for promotion to her present position as UNM's Coordinator of Employer Relations. X has done an exceptional job in both positions and is a valued member of our organization. She has excellent written and verbal communication skills, is extremely organized, has a strong work ethic, can work independently and is able to follow through to ensure that every job is accomplished in an outstanding manner.

During her tenure with UNM Career Services, as Office Manager, X was responsible for supervising administrative staff as well as student staff. These staff members under X's management were responsible for many of the office's demanding administrative, scheduling, and organizational functions. X effectively led and managed several assistants to maintain efficient office operations. In her present position as Coordinator of Employer Relations, she is responsible for collaborating with national and international recruiters with a primary purpose of interviewing and hiring UNM's graduates. X works extensively with the recruiters to recommend and implement recruiting strategies to maximize their recruiting efforts on the UNM campus.

X is a talented and tireless worker who is always willing to offer her assistance and help with any job—she is a total team player. She possesses unmatched interpersonal skills and has an excellent rapport with the numerous and diverse constituents served by our office including clients, employers, and other professional organizations. She would be an asset to any employer and I would highly recommend her for the position of Staffing Consultant with Sandia National Laboratories. She will prove to be a strong role model for your organization.

Please let me know if you need further information.

Sincerely,

Director Suzy  
Organization