



UNM

Office of Career Services

August 4, 2014

To Whom It May Concern:

It is with great pleasure that I am writing to give my recommendation for X for admission to the Masters of Arts degree in Counselor Education at the University of New Mexico. I have known X since she started working in Career Services as a Student Worker for our front desk.

During her time in Career Services, X showed initiative and motivation to complete any tasks she was assigned. She was a quick learner who adapted well to a new environment and a new experience when she started working here. She jumped in and studied all the services we offered and spoke with my staff to better understand the counseling tools and techniques we used in order to better serve our clients in understanding how we can assist them in their career needs. She strived hard to help any individual who walked into Career Services – and if she didn't know the answer – she sought to find it. I was very impressed with her initiative and drive to learn our office in order to serve our clients well. X was our first impression for our office – and she has served us well with being extremely friendly and helpful.

Understanding her military background led X to explore her options for her career path. She worked in a good area to begin this exploration. She started to learn a lot about what our career counselors did and how they each got into this field. As she explored this option, she started appreciating the helping field. X has expressed a genuine interest in counseling and the helping fields.

I believe she would make a positive addition to our Master degree program as well as be a positive role model for the other students. X is a dedicated student – she strives to do well with her studies and her career goals. I have been very impressed with her follow-through and her strong work/professional ethics. I believe she would make a positive addition to our program. I'm excited to see what impact she will make in the future to individuals she may assist upon completing her degree.

If you require any further information, please feel free to contact me. Thank you for your time and consideration.

Sincerely,

Jenna Crabb
Director, Career Services