

To Whom It May Concern,

Joe Shmoe worked for me at the Wharton School during this past Summer. Overall, Joe was an exceptional employee.

Joe always completed work related tasks in a timely manner.

Joe was an incredibly effective communicator. Joe was excellent at following instructions.

In addition to Joe's other strengths, Joe takes initiative, is trustworthy, is respectful, works well in teams, is good at responding to constructive criticism and is responsible.

Given the resources, I would hire Joe as a regular employee. I invite you to contact me if you would like more information. I can be reached at c4cneu.jpall+ben.lerner@gmail.com.

Sincerely,

Ben Lerner

The Wharton School