

4 December, 2024

FROM: **Timothy D. Frantz, CIS**

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TO: Interested Party

Dear Sir/Madam,

I am writing to you regarding a reference for Michael Owusu. I have been his instructor at Lethbridge Polytechnic for the past year and a half and have observed his participation in group activities, class, and in class discussions, public presentations, and a variety of his assignment submissions.

I have been most impressed with the following characteristics:

- Commitment and work ethic
  - Michael consistently and regularly shows that he is willing to work hard and do whatever is required
  - He is always striving to learn and improve his technology skills
  - Michael focusses intently on whatever task is at hand
  - I have observed measurable growth in Michael's commitment to his studies and his intellectual development since he first entered the CIT program.
- Intellect
  - Michael consistently maintains an "A" average
  - Michael strives to understand every concept and detail of each lesson taught
  - He successfully grasps both broad and detailed concepts quickly.
- Communication skills
  - Although he is a man of few words, Michael is a good communicator, able to express his thoughts clearly
  - He is never afraid to ask questions, always striving to get the complete message
  - Michael is mastering public speaking, and has become comfortable in front of a crowd, proficient at sharing concepts, ideas, and facts in an intelligent and easily comprehended manner
  - Michael has good writing skills within technical accuracy and readability contexts.
- Character
  - Michael is a very polite, kind, and respectful person
  - He is constantly striving to improve himself in every way
  - He has proven himself to be true "team player", liked and appreciated by his project team members
  - Michael has demonstrated a strong commitment to his team and his education.

I believe that Michael would be an asset to any company or business, and that his involvement in a project or business would be a contributor to its success. As the owner and manager of an IT business for 17 years, I recognize actual and potential character and talent. If I had a position needing to be filled in my business, I would hire Michael. I recommend the same.

Sincerely,

Timothy D. Frantz