

## **A Letter of Recommendation for Reagan Wood**

Dear Hiring Manager,

I have had the privilege of working closely with Reagan at General Electric Aviation Systems for over a year. As Reagan's project manager for various software projects, it is my pleasure to highly recommend him for future professional positions. The following is a description of Reagan's key skills and strengths that I believe make him an excellent candidate for future engineering opportunities.

Above all else, Reagan is a highly skilled and professional engineer. He could always be counted on to finish assigned tasks in a timely manner, even ones that required deep technical knowledge of our coding processes. My project team and I placed a great amount of faith in Reagan to work diligently and unsupervised. Through long hours, even some 60+ hour weeks, I could always count on him to stay on task and work effectively.

Another of Reagan's key strengths is his ability communicate. He is very team oriented, and I have never had a problem with him acting unprofessionally or behaving inappropriately. He has been a great teammate, constantly providing help to others when needed. Additionally, he is able to clearly communicate technical information so even those that have less expertise are able to understand.

Many times, I have had to count on Reagan to lead other engineers through a variety of tasks. He has on many occasions successfully helped train new intern and full-time hires, provide guidance and instruction to other engineers, and taken responsibility for various assignments.

In summary, Reagan is a great communicator, problem solver, and leader. His intelligence, patience, hard work, and desire for knowledge make him distinct. He is an excellent engineer, and I highly recommend him for future engineering position.

If you have any further questions, please feel free to contact me. My contact information is listed within my signature.

Thank you,

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**Subject: A Letter of recommendation for Reagan Wood**

To: Whom it May Concern

I have had the privilege to work at the Manhattan Kansas University Development Center of GE Aviation with Reagan Wood over the duration of his six month Co-Op. In this span of time, I have worked closely with Reagan on both KC-46 and P-8A software development projects and I have been able to observe a number of his strengths.

First and foremost, Reagan is an intelligent and capable engineer. When I assigned him a task, I could expect that he would take it seriously and get it done on time. If he was ever unsure my instructions, he would ask me to clarify; rather than wait for me to ask him what the status of his task was. I put a lot of faith in Reagan, as often time we would have to work split shifts and he would be working unsupervised. Despite this, he stayed on task and continually delivered quality items to me on time.

Another one of Reagan's prominent strengths is that he is very sociable and approachable. I have never observed Reagan act unprofessional or alienate any of his teammates. I believe that Reagan would be capable functioning in any team, no matter what the circumstances. Reagan has also shown the ability to keep a calm façade and continue to be productive, even when a project became stressful. Overall, Reagan has displayed a combination of soft and hard skills that make him a prime candidate for employment.

In my eyes, Reagan has everything it takes to be eligible for future Engineering Internships and Co-Ops. He is very intelligent, patient, team-oriented, and he constantly seeks to learn what he does not currently know. I highly recommend that that you consider Reagan for employment; I cannot think of a single reason why he does not deserve this opportunity.

Please do not hesitate to contact me for further information. I have listed my work and cell numbers, as well as my email, in my signature. I would gladly take the time to discuss any questions of concerns that you may have.

Sincerely,  
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