



Penn State Emerging Leaders: Sample Content for Letters of Recommendation

Example 1

I enthusiastically endorse Jane Doe for the Penn State Emerging Leaders program. She has the unique combination of education and real-world experience to thrive in this program, while contributing to the learning experience of others. Jane is a Penn Stater, earning her Masters and Bachelor degrees in finance and health administration.

She has the knowledge and interpersonal skills to analyze and implement complex projects involving systems and people. She has worked as a project manager for Penn State's Office of Customer Service and as a teaching assistant for the College of Customer Relations.

It is important for Penn State to invest in and keep talented people such as Jane. She has the foundation to succeed in this program and in her career at Penn State. I am confident that she will grow professionally from this program, allowing her to climb to a higher level.

Sincerely,
Joanne Smith

Example 2

I am pleased to write a letter of recommendation for John Smith to participant in this program. John has served as a continuing education representative for the past two years and has earned an MBA from Penn State. He has aptly and quickly grasped the intricacies of higher education, the art of building community relationships, the financial and budget expectations, and the diverse programming portfolio of our unit. It is our intent to help him attain the leadership skills and knowledge required for him to step into a leadership role in the future.

John is currently being mentored so that he can model leadership behaviors and gain a thorough understanding of what it takes to lead a successful unit. He is well respected by his colleagues. He has many of the attributes needed to serve in a leadership role, but needs self-assurance and confidence in himself and the decisions he makes.

John's commitment to Penn State is exceptional. He can be depended upon to accomplish whatever is asked of him, and having him on the team has been very positive and enjoyable. It is with pleasure and excitement that I recommend him for this program. I understand that this program will require a significant amount of John's time and am willing to assist in his successful completion.

Sincerely,
Sara Manager

Example 3

I would like to express my full support for Anita Perez to participate in the Penn State Emerging Leaders program. Anita is a high achiever in the College of Customer Relations who is well known and respected by the faculty and her peers for her high level of efficiency and organization.

Anita has worked her way up the ranks and she is now leading all of our grant/contract management responsibilities. We've gone through some leadership transition in the Department and I think Penn State Emerging Leaders will greatly benefit Anita by giving her a broader perspective of the goals and mission of the University and exposing her to various leadership styles. I understand that her aspirations are to be in a leadership role at Penn State, so this program is an ideal professional development opportunity for her to meet that goal.

I realize that this program requires a large time commitment, but because of its importance and Anita's professional development goal, I fully support the time she will need to complete the program.

Sincerely,
Rob Pettigrew

Example 4

Please accept this endorsement and statement of support for Marco Jones in his application for the Penn State Emerging Leaders program. Marco continues to prove his dedication and commitment to the College of Customer Relations and to the work unit. He is extraordinary in task accomplishment and his responsiveness to the professional and support staff. He excels in the areas of customer service, problem solving, communication, and teamwork while working tirelessly to ensure quality service in every aspect of his work responsibilities. In his daily efforts, he demonstrates respect for all individuals, values diversity in his daily activities, and has assisted in the planning and coordination of diversity initiatives.

Marco's dedication and commitment is truly representative of his tremendous ability, professionalism, and work ethic. I am absolutely aware of the time required for this program, and have given my support for Marco to participate. As well, I am confident that he will complete the program successfully.

Sincerely,
Karen Sokolov