

Letter of Recommendation for Kelly Harris, Master Student (Confidential)

DATE: December 7, 2012

TO: Whom It May Concern

FROM: Thomas J. East, MBA, PhD,  
Visiting Professor Keller Graduate School of Management

I am honored to make this recommendation for Kelly Harris. Since Kelly may be contacting you soon, the following information should help introduce her as well as convey my wholehearted recommendation that she be considered.

I've known Kelly for some time as a student in my classroom, and as a tutor for the University in the area of statistics. During this time we have collaborated on her Master's work in a variety of areas including organizational behavior, leadership, statistics and related projects to name only a few. Kelly and I have also conversed on theoretical and practical matters of her desire to further her career. I've always been impressed by Kelly's know-how. She is dedicated and sincere, applying her knowledge and experience in all her work.

The hallmark of Kelly's character is her honesty and creativity. This extends from those areas where it is easily seen in relationships and business transactions, as well as in integrity of thought. She approaches any analytical task with an exacting eye that is scientific, thorough, and meticulous. This is the kind of care and concern I mean by integrity of thought.

As a student of Keller Graduate School of Management, Kelly pursued a course of study that could serve as a model for any position or to further her education. She has not only studied an array of specially designed business courses, but a variety of higher level math and related courses as well.

Kelly is one of the most pleasant persons you'll ever meet or work with. She is forthright, but neither intimidates nor intrudes. She is genuinely friendly, team oriented, witty as well as honest. You will also be impressed with her authentic and professional manner.

Kelly Harris has my unqualified professional endorsement and my deep personal respect. Please feel free to call at any time if I can be of further assistance. My contact information is below:

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