

April 15, 2020

To Whom it may Concern,

It is my pleasure and honor to recommend Sydney Bailey for an English teaching position at your high school. I have known Sydney for 4 years and she is a treasured member of our management team. I have experienced an individual who shows true leadership skills. She shows up early, works hard and carries herself in a polite, respectful manner.

Sydney worked as an assistant manager at Sycamore Creek Country Club under my supervision during the summers of 2018 and 2019. During that time I developed a very high regard for Sydney based on the outstanding contributions that she made to the swim pool throughout the summer. Sydney was able to follow complex directions in a thorough and detailed manner and also worked very independently without close supervision when it was appropriate. Rarely did I need to explain a process or procedure to Sydney more than once and she was particularly adept at learning new communication tools.

Sydney is an organizational whiz who can work on multilayered tasks and balance multiple projects concurrently. Sydney's upbeat demeanor and can do attitude brightened the swim pool and made her a very low maintenance employee.

Her strong human relations skills enabled her to interface very effectively with many different members and employees. Sydney's strong verbal and written communications skills allowed her to relay information in a clear and coherent manner. Sydney is a naturally caring person with a strong helping orientation who consistently demonstrated a solid service orientation towards our members.

As you can tell by now, I am quite impressed with this outstanding young woman and give her my strongest recommendation for roles which require intelligence, organization, communication skills, service and a positive attitude. Please feel free to contact me if you need additional information or perspective.

Sincerely,

Kyle Hetman

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