



November 29, 2016

To Whom it May Concern,

I am writing on behalf of Elizabeth Schrader who has applied for a position with your organization. Ms. Schrader has worked for Columbia State for four years and as her supervisor, I can attest to her strengths as an employee.

The field of Communication Studies is broad but at its core, there is a focus on the ability to express ideas clearly, adapt to one's audience, and to listen effectively. As a scholar in Communication, Ms. Schrader demonstrates these principles both in daily interactions and in more formal presentations. As an instructor, she is able to adjust her approach to find that which works most effectively to ensure students develop the skills necessary in their chosen career, a fact that can be observed in her consistently high reviews from students and supervisors. Her passion and knowledge within the field of Communication comes through, making her classes informative, interactive, and engaging. These talents can be applied to any setting, whether educational or corporate, and adapted to any subject, as the underlying skills translate into every arena.

In addition, Ms. Schrader has demonstrated innovation and leadership within the department and her commitment results in her willingness to go above and beyond what is expected or asked of her. She has shown tremendous ability to take initiative in developing content which adds depth, interest, and understanding of the material. She has also shown an ability to apply her skills to accomplish goals through a combination of creativity and practicality. With impeccable writing and oral skills, Ms. Schrader has the ability to incorporate all facets of communication competencies, learned from years of professional experience and academic study.

In addition to all of the above, Ms. Schrader is upbeat and friendly, helping to create a positive environment within the department. She adds to the collegiality and has been a reliable team member, able to work independently but to also contribute as an associate within the institution. She is also dependable, making herself available to students, communicating often with the department, and participating in required administrative duties. During her tenure, she has been a faculty member on which I could always depend.



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I believe Elizabeth Schrader will be an excellent addition to your organization. Her many skills are sufficient to make the recommendation but in addition, Ms. Schrader's professional and friendly demeanor help create an energetic and constructive work environment.

Please feel free to contact me if I can be of any more assistance or if you have any questions. Thank you for your time and attention.

Sincerely,

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