

August 2, 2012

To whom it may concern:

As a public high school guidance counselor, I am pleased to recommend Katie Andersen for an internship for the College Counseling Practicum. I have known Katie for 25 years, since she was a student at University High School in Irvine, CA, and I can speak to the intelligence, experience and strong moral character of this extraordinary young woman.

As you can see from Katie's work resume, she has varied and recent experience with business communications, marketing, client relationships and project management—skills that carry over easily to a school setting. Katie also has an active volunteer resume, which is strong evidence of her philanthropic interests and sensitivity to others. Finally, her international travel and work experience clearly indicate that she is capable of dealing with people from all backgrounds and cultures. This is a critically important skill in a public school setting.

Katie is a bright, motivated and hard-working person. She will take on assigned tasks without hesitation and follow through in a timely manner. I witnessed this first hand when she spent time observing at University High School this past school year. Katie's people skills are exemplary. She is the type of person who can talk to anyone. Her students will feel cared for and respected. She is a sensitive listener, but she also understands the boundaries and responsibilities for counseling in the school setting. Her strong interest in student-athletes is sincere and realistic. She has a wealth of first-hand experience to share with high school students about high school and college athletics. Katie was an exemplary scholar-athlete at our school, but she always placed academics first. Her firm commitment to education is one of her finest traits. Last but not least, Katie is completely trustworthy, ethical and well-adjusted. Katie Andersen is an ideal candidate for an internship at Mission Viejo High School. Feel free to contact me if you need further information.

Sincerely,

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