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To Whom It May Concern:

It is with pleasure that I write this very strong letter of recommendation for Christopher Hooper, our intern for the summer of 2006. He was part of an external support team assembled to optimize our position for the future.

This talented and dynamic individual displays incredible initiative and drive. With minimal guidance, he was able to quickly analyze our organization and industry to identify opportunities for improvement. He made appropriate recommendations and included them in the marketing plan, which he developed from scratch.

I was impressed with his strong work ethic and his attention to detail. The marketing plan was a major undertaking, requiring a great deal of thought and effort. The result was a well written, comprehensive document with excellent content and a level of specificity that surpassed my expectations. Furthermore, he used his computer skills to visually enhance the document with charts, tables and timelines. In fact, most everything he produces has nice visual details and all his writings are of good quality.

Chris is a team player who presents ideas along with their anticipated benefits clearly and effectively. He offers feedback in a constructive manner and has enough business savvy to know when to hold his ground and when to yield. His ability to build consensus through empathetic listening and acknowledging the input of others was evident during his internship. His character, and his desire to work collaboratively, was well received by all the team members.

I have a genuine feeling of partnership when working with him. It is obvious that his main concern is the success of my company. His enthusiasm for the projects in which he was involved remains even though his work here has been completed. He has an open door policy to questions regarding the marketing plan. Plus, he regularly follows up to see how our marketing efforts are going.

It has been a pleasure to work with Chris. He is a smart, dedicated professional and I am convinced that he has a bright future. Please contact me should you have any questions.

Sincerely,

Angela Clark  
President  
Court Record Research, Inc.