

Tuesday, October 16, 2012

Dear Sir/Madam,

As the Assistant Clubhouse Manager of Ansley Golf Club, I am writing you this letter to recommend Dawn Siddons for employment. I have had the luxury of knowing Dawn Siddons for over a year while working together at Ansley Golf Club from May 2011 till August 2012. During that time, Dawn exemplified the meaning of an "all star" employee.

Dawn was originally employed as a seasonal worker at our Aquatic Center. Like all seasonal employees, their employment is terminated on completion of their constructional timeline. However, Dawn was an exception. Her hard work ethic, friendly personality, and diligent demeanor triggered me to extend a job offer for her to work inside the Clubhouse as a server while finishing her degree. While this isn't the most glorious job to obtain, Dawn took in stride and worked thoroughly to make the best of it while working another job with a different company.

Dawn isn't the loudest or the most vocal person, but this doesn't mean that she doesn't lack confidence. Behind that soft-spoken voice is a person with exceptional intelligence and charisma. She portrayed this one night during a busy Friday dinner shift. I had recently hired a new server which was training with another individual in the section next to Dawn's. The new server was visibly nervous and was falling behind meeting tables, gathering drink orders, and delivering the weekly specials to clientele. Once Dawn had settled everything with her tables, she took it upon herself to help the new server by controlling the situation and helping the trainee complete her shift. While this might not be an overly asserted example of leadership, it is just a glimpse at the potential that Dawn possesses.

In conclusion, Dawn's quick thinking, meticulous work ethic, and positive attitude are essential to any business. These qualities continue to carry her through her successful life and prosperous future. She will make a perfect fit for any company seeking quality employees.

Sincerely,

Shawn Michael Trauger
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