

Date

Admissions Officer
Northern Illinois University
Graduate School
DeKalb, IL 60115

Dear Admissions Officer:

I am writing to you with regard to Ms. Applicant, who has requested that I write a letter of recommendation on her behalf. Applicant and I discussed her recent decision to pursue her graduate studies through Northern Illinois University. I applaud her decision and strong desire to take her dedication and skill to the next level.

In my position as Director of the X Center, I have had the unique experience of watching Applicant increase her knowledge base and sharpen her business skills as she completed her undergraduate degree and advanced from the position of sales technician to her current position of Assistant Director-Finance at the X Center. She demonstrates a strong desire to learn, the capability to excel at increasingly complex tasks, and the ability to handle the pressure of this deadline-driven business. Applicant stands out as a goal oriented individual with drive to succeed; earning the Master of Accounting Science is her next goal.

Applicant keeps a very competent hand on all the financial workings. She works with all financial aspects of performance contracts, athletic games and tournaments, community events, university functions, and all other types of functions held at the X Center. She wants to increase her competence and gain more in-depth knowledge in her chosen profession. She continues to be an asset to X University and adding to her education will continue to increase her value to us.

Applicant has been instrumental in keeping the X Center finances in excellent shape. By continuing her education, she hopes to gain the skills to aid her in her intention to keep the Center completely free of any possible audit finding. Her pride in her work is evident. Her desire to achieve is evident.

Applicant has a passion to keep her skill set current and she consistently offers a fresh perspective and a creative approach to projects. She also has an innate ability to calculate risks and make solid determinations. Applicant is an asset to X University and would be an ideal candidate for the Master of Accounting Science degree from the College of Business at Northern Illinois University.

She has the ability, aptitude, and attitude; she only needs the access.

Sincerely,