

DIVISION OF STUDENT SERVICES  
OFFICE OF THE DEAN OF STUDENTS

October 7, 1987

Dear Sir or Madam:

I have been asked to provide this general letter of recommendation for Mickey Keats, Jr. in support of his efforts to gain employment with your organization. This recommendation is based on my associations with Mickey during the past two years in my role as dean of students. During this time period, Mickey served as a student worker in the Office of Campus Activities and as a student leader involved with the various organizations on campus.

Based on my contact with Mickey, he has impressed me with his maturity, sense of responsibility, and genuine willingness to assist others through his active involvement with such campus-wide committees as the Weekend Life Committee, the Programming Board, and our intramural sports program. Mickey has been exposed to all facets of human behavior and has demonstrated his ability to work with various individuals to ensure that projects and programs are carried out in an effective and efficient manner. In doing so, he exhibited such personal qualities as dependability, initiative, and the ability to get things done.

Of particular interest is Mickey's special skill in working with computer-based information systems. This particular ability alone will make him a viable candidate for any position requiring the use of such specialized skills. Also of particular mention is his ability to work well with people and being able to involve others in group projects.

Based on my contact with Mickey during the past two years, I have no hesitation whatsoever in recommending him for employment with your organization. If I can be of any further assistance, please do not hesitate to contact me.

Sincerely,



Joseph J. Marchetti  
Dean of Students

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