



April 7, 2016

To whom it may concern:

If you're reading this letter then you are likely considering Sherry White for a position on your team. If you've already met Sherry then you probably won't need to read any further because you will have already discovered that she is not only talented and innovative but also an extremely grounded and relatable person. In the world of graphic design and marketing we aren't always fortunate to find that combination of traits in one person.

I feel lucky to have worked alongside Sherry for the past six years. As a co-worker I knew Sherry to be a team player. She was always willing to jump in to help with a project. No task was too big for her to tackle. On the flip side, no task was too small for her to be willing to offer assistance. This is something I always appreciated when working events and coordinating projects.

In later years I became Sherry's supervisor. From this perspective I appreciated Sherry in a whole new light. Sherry is a self-sufficient employee. She's a self-starter and a problem solver. It's every supervisor's dream to be able to suggest a task and have the employee run with it. Sherry not only runs with the idea but often thinks beyond the initial task for ways to improve the user experience.

I could write to you about Sherry's attention to detail and her ability to stay on deadline and work within a small budget but I think those items are probably clearly reflected on her resume. What I'd share with you about Sherry that you can't find on paper or in a portfolio is that she's a good person and a great fit for the organization. She works well with her co-workers. She's able to articulate ideas and work well with administrators. She's also flexible enough to handle whatever situation comes up on any given day.

Your organization would certainly benefit from Sherry's experience and background. I hope you will consider having her join your team.

If you have any other questions regarding Sherry or her work then please call me as 304-376-1829. You're also welcome to email me at [cassie.thomas@mail.wvu.edu](mailto:cassie.thomas@mail.wvu.edu).

Best,

A handwritten signature in cursive script that reads "Cassie A. Thomas".

Cassie Thomas  
Director of Brand and Marketing  
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