

3 May, 2019

FROM: Timothy D. Frantz, CIS
Instructor, Computer Information Technology

TO: Future Employer

Dear Sir/Madam,

I am writing to you regarding a reference for Ivan Djomegni. I have been his instructor at Lethbridge College for a year, and have observed his participation in class and in group project activities, including presentations, and a variety of his assignment submissions.

I have been most impressed with the following characteristics:

- Information management
 - Ivan's project and homework assignments are always well organized
 - He is an excellent writer
 - Ivan is extremely creative and his graphic design skills are exceptional
 - I have been consistently impressed with all of his layout and visual work
 - His documents are neatly and logically designed
 - Ivan is big on research, and has often provided great background information to class discussions
- Verbal and written communication
 - Ivan is an excellent verbal communicator
 - He also has great listening skills, which are the most important
 - He has shown to do very well when speaking in front of an audience, both his speaking and physical presence skills
 - Ivan has submitted many excellent professional and intelligently written documents
- Team member
 - While Ivan works very well as an individual, his ability to function well as a team member is clearly evident
 - Ivan has demonstrated clear leadership qualities
- Personality
 - Ivan never fails to find the positive in any situation, and constantly puts a smile on the faces of those around him
 - Ivan has a clear understanding of, and a strong desire for, business professionalism.

I have no reservations recommending Ivan for any position in business or information technology. Given the opportunity and the need, I would absolutely not hesitate to recruit Ivan for my own business.

Sincerely,



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Leadership and transformation