

February 14, 2011

SUBJ: Letter of Recommendation: Ms. Carol Hubbard

To Whom It Concerns:

I strongly recommend Carol Hubbard to you and do so without reservation. She was a student in my graduate course in Cross Cultural Communication and is currently a student in Professional Communication. In both courses, she has distinguished herself not only as an excellent student, but also as one possessing the attributes that hallmark success, particularly in that:

- She not only has advanced communication expertise and abilities — written, oral, interpersonal, and intercultural — but also 18 years of professional communications experience; she can communicate in any format and with any audience, whatever their education or economic level, culture, ethnicity, gender, race, or value system.
- She has excellent research, analytical and assessment abilities, and can gather, evaluate, analyze, synthesize, and organize information and material, then articulate findings in a variety of formats for a wide range of audiences and purposes.
- She possesses the maturity, self-reliance and self-confidence that allow her to relate to others and express perspectives, ideas and opinions clearly, strongly, and in an acceptable manner, whether working independently or with a team.
- She is not only a proven communications professional, but is also extensively experienced in management, leadership and administration.
- She has a splendid work ethic (gets the job done right and on time), languages (proficient Spanish, basic French), and good computer skills.
- She was always intensely engaged in graduate classes. She came prepared, organized, and eager; contributed to discussions, and asked cogent and germane questions. Furthermore, she demonstrated, in her excellent seminar presentations, a fine sense of audience — that sense of audience (when she is losing them, how to get them back and incite them) essential in communications, and vital when representing an organization to various national, international, and intercultural publics.

Other than her enviable communication and management skills, Carol's strengths are all related to her razor-sharp intellect as well as her inner-directed commitment to service, personal improvement, and excellence. She will, I am certain, provide the highest level of performance and be an asset to your organization and work. Do not hesitate to contact me if you would like to talk personally, or if you require more or other information. I will be more than happy to talk with you.

Sincerely,



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