

A reference for employment

Ms Jennifer Davies
Director of Development and Alumni Relations
Jesus College
Oxford

19 January 2002

Dear Jennifer

Reference for Rachel Lewis

Rachel has recently graduated in construction management here at Oxford Brookes University. As her personal tutor, I was able to get to know her well and assess her abilities at University and her potential for future work.

She was a popular student and made friendships that continue. She was punctual, attended all the taught sessions and produced a well written and researched dissertation. Her course presentations were always well structured, she is able to use a variety of visual aids, and she was both entertaining and articulate.

Part of the course requirement was to undertake a substantial period of work placement. Rachel worked for Balfour Beatty construction who rated her very highly, giving her the opportunity to gain experience of using new technology and working both independently and as part of a busy construction team.

Rachel is bright, motivated and willing to learn new things. I feel sure she will be an asset to your team and unreservedly recommend her for the post she has applied for.

Yours sincerely

James Brown
Senior Lecturer

Identify the student and the capacity in which you came to know them

Give as much evidence as possible of the students increased knowledge and maturity or other aspects of development during the period of development during the period you have known them

Future employers as well as postgraduate admissions tutors will be evaluating candidates on the basis of the following factors:

- communication skills
- interpersonal skills
- flexibility/adaptability
- group and teamwork skills
- motivation for the job/course
- problem solving and analysing ability
- willingness to take on responsibility

Mr Michael Williams
Regional Director
Williams and Williams Communications Ltd
42 Reading Road
Guildford
Surrey
GU1 4TZ

23 July 2001

Dear Mr Williams

Reference for Rachel Lewis

I have known Rachel for three years in my capacity as her Personal Tutor at Oxford Brookes University.

Rachel was also a member of several modules which I taught: Introduction to Marketing, International Marketing, and Marketing Principles and Practice. Rachel earned grades A, A, B+ respectively on these. Based on Rachel's grades, along with her excellent attendance and seminar participation, I'd rate her performance in my groups very highly. A substantial part of the course assessments were based on leading seminars and making presentations. Rachel's presentations were always well structured using a variety of visual aids; she is able to be both entertaining and informative.

Rachel has a number of strengths to offer an employer. She often showed excellent leadership, volunteering to lead groups and then organising the group's project quickly and efficiently. This attribute would serve her well in the position of Assistant Marketing Manager with your company.

In conclusion, I would highly recommend Rachel. If her performance here at Oxford Brookes is any indication of how she would perform in the job, she will be a very positive addition to your organisation.

Yours sincerely

Richard Thompson
Senior Lecturer