

June 17, 2017

Reference Letter for Artemio Garcia Jr.

To Whom It May Concern:

I have worked very closely with Dr. Artemio Garcia Jr (Art) at Career Point College. He was hired to teach both General Psychology and Ethics and Law. Art excelled in this role, exhibiting one of the highest levels of productivity I have seen in an instructor during my tenure with the company. Art produced a high volume of work while consistently maintaining high standards for quality and accuracy. He will be an asset to any team or company.

Art possesses the ultimate "can do" attitude while taking on all tasks with a positive energy and a smile. I never personally observed him upset and he adjusted to change on a short notice.

He has an upbeat personality and engaging personal style that enable him to interact effectively with clients and staff. He is very well organized and keeps track of the details necessary to be successful in the classroom.

Proactive in anticipating rising administrative needs, he took initiative to go beyond the expected parameters of his job and reached the students in ways that made them look forward to the material presented.

All the intangibles that lead to success in the workplace are in order with Art. There will be no unpleasant surprises and I am confident he will fit in and add to office morale.

I volunteered to write this recommendation for Art because I am very grateful for his contributions to our office and very confident that he has the intelligence, work ethic, and communications skills to add value wherever he works.

Please feel free to contact me if you have any questions about this outstanding young man.

Sincerely,

Ella M. Edwards, M.A.
PhD Candidate in Clinical Psychology
Business Program Director of the Former Career Point College
210-412-4965
ella2edwards@gmail.com