

April 5, 2011

To Whom It May Concern:

This letter is to recommend Bodie Shallenberger for a position with your company. I have known Bodie for the past semester as a student in English 488: Professional Writing Internship. Bodie has demonstrated a strong work ethic in his internship and a commitment to learning that is essential in any professional situation.

Bodie's interests lie in copyediting and publishing, and he has done extremely well in his internship at Purdue University Press this semester, impressing his supervisors and co-workers with his ability to produce quality work. He has also learned many of the more important tasks in publishing including copyediting, processing rights and permissions for published materials, and converting print publications into digital forms. Moreover, Bodie has been exposed to many of the digital technologies popular in publishing today through this internship and his coursework at Purdue, including the Adobe InDesign Suite and HTML.

Bodie has also proven himself to be an extremely reliable and responsible student. He never misses class and always submits work on time. Additionally, he was one of the first students to secure an internship for this semester, demonstrating his drive and commitment to gain experience in publishing at one of the more popular internship sites among students in our program.

I believe Bodie would be a valuable employee in any workplace, and I highly recommend him for a position with your organization.

Sincerely,



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