



**ITT Technical Institute**  
*ITT Educational Services, Inc.*

**School of Information Technology**

To Whom It May Concern:

I am writing this reference at the request of Kristi Ryder for an entry level Information Technology position.

I have known Kristi for over 3 years in my capacity as Associate Dean and Chair of the School of Information Technology at ITT Technical Institute in Dayton Ohio. Kristi exceeded the requirements in IT 222, where she studied Active Directory and Network Administration. Based on Kristi's grades, attendance and class participation, I'd rate Kristi's academic performance as superior.

Kristi has a number of strengths to offer an employer. Kristi is always interested in supporting others. She has shown the ability to plan ahead and complete her work early. Kristi is currently volunteering in our student Tech Squad, sharpening her troubleshooting skills along with staying current with her technical knowledge.

In conclusion, I would highly recommend Kristi Ryder. If her performance in my class is any indication of how she would perform in your position, Kristi will be a positive addition to your organization. If you should ever need any additional information you can feel free to contact me at 937-684-1098 or by email at [dallas@woh.rr.com](mailto:dallas@woh.rr.com).

Sincerely,

A handwritten signature in cursive script that reads 'Dallas Moore'.

Dr. Dallas Moore  
Chair, School of Information Technology  
ITT Technical Institute  
3325 Stop Eight Road  
Dayton, OH 45414  
(Cell) 937-684-1098





August 20, 2008

To Whom It May Concern:

Kristi Ryder is an extraordinary young woman. As her English Professor, I have seen many examples of her talent and have long been impressed by her diligence and work ethic. I understand that Kristi is applying for a position at your business. I highly recommend her.

Kristi has outstanding organizational skills. She is able to successfully complete multiple tasks with favorable results despite deadline pressure. As part of a semester project she developed and taught a chapter lesson for my classroom. Kristi not only headed the team project, she ensured its success by demonstrating leadership abilities that her classmates both admired and respected.

I must also make a note of Kristi's exceptional communication skills. Her above-average performance is a direct result of these skills, her hard work, and strong focus.

If you are seeking superior candidates with a record of achievement, Kristi is an excellent choice. She has consistently demonstrated an ability to rise to any challenge that she must face.

To conclude, I would like to restate my strong recommendation for Kristi Ryder. If you have any further questions regarding Kristi's ability or this recommendation, please do not hesitate to contact me using the information on this letterhead.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gregory Ellis', written over the printed name.

Professor Gregory Ellis  
ITT-Tech



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August 20, 2008

To Whom It May Concern:

I would like to take this opportunity to recommend Kristi Ryder for a position with your firm. Miss Ryder has proven to be an outstanding student. Her work ethic is second to none, and she shows enthusiasm and is a team player.

Miss Ryder has done remarkable work during her enrollment at ITT Technical Institute. She was leader of her capstone project and the project was completed on time and presented in a professional manner. Miss Ryder has excellent attendance, excellent grades, has been on the Dean's List several times and will graduate with Honors.

Again, let me recommend Kristi to your firm. Her work ethic and conscientiousness would be an asset to any firm. Please do not hesitate to contact me regarding Kristi.

Sincerely

A handwritten signature in cursive script, appearing to read 'Michael R. Schulz'.

Michael R. Schulz  
Chair, School of Information Technology

