Katie Tooley  
PO Box 167

Princeton, KS 66078

April 20, 2013

Bruce Tate  
Ottawa University  
1001 S. Cedar  
Box #7  
Ottawa, KS 66078

Dear Mr. Tate:

I want to take this opportunity to thank you for your guidance and supervision this spring during my sports mentorship with Ottawa University. Your leadership throughout the spring assisted me in further development of my communications skills as well as my ability to function as a leader in many of the campus athletic events.

The experience was more than I could have expected and allowed me the freedom to develop as a leader. Working for Ottawa University helped me use the knowledge I’ve acquired over the past three years as a graduate student.

I appreciate your willingness to write me a recommendation letter and you can mail it directly to my home address included above. I will keep you informed of my progress in searching for jobs as I get closer to actually applying and posting my resume.

Sincerely,

Katie Tooley