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To Whom it May Concern,

I am writing to recommend Rionna Cooper for the position of Radio Journalist. I had the pleasure of working directly with Rionna during her time as a youth staff at Westside Cultural and Athletic Club, and her tremendous abilities never ceased to amaze me. I was Rionna's direct supervisor at Westside Cultural, and during that time, we worked together closely, so I fully understand her capabilities.

Rionna's incredible adaptability with potential clients has let her excel in communicating with others and public speaking. Her uncanny ability to know what the children want before they tell her makes the youth feel comfortable with her. Her flexibility also allows her to quickly switch tactics if the customer changes their mind about something at the last minute. While at Westside Cultural, Rionna managed to publish our very first newsletter to several previous members of the club who had been on the fence about wanting to donate to our program for years. Rionna's great connection with the employees and relentless perseverance to always make the children happy allowed her to become one of the top editors at our program for two years in a row. The feedback from previous members had reached complete satisfaction once the newsletter was published.

Rionna is also able to work effectively with other co-workers, making her a great addition to the team. After taking the initiative to teach the children on leadership and interpersonal skills, she even presented the information she taught to the rest of the program members, which dramatically improved the way we communicate. I have enjoyed watching the way she has grown

and excelled at Westside Cultural and Athletic Club.

With her abilities, adaptability, and dedication, Rionna will make a great worker in any field. I have no doubts you will be exceptionally pleased if you hire her. If you have any questions, please feel free to contact me at the above address.

Sincerely,  
Erica Wright