Dear Ms. Dugan,

I was quite honored when my friend Jodie Banks asked me to write a letter of recommendation for her. I have know Jodie for three years and have interacted with her both as a friend and as a fellow volunteer at Off the Chain Bicycle Education Corporation. I can happily recommend Jodie for a position that requires an excellent work ethic, a cool head, and a curious disposition.

Jodie is a hard worker who knows how to prioritize her workload in order to accomplish what's needed. Over the course of the last couple of years I have regularly seen Jodie doing geology homework when many of her peers where out having fun. This work ethic has been an inspiration to me to begin pursuing a post-graduate degree in statistics. This is not to say the Jodie is a bore – far from it! When her work is done her wide range of interests include making homemade bread and pizza, helping organize hockey games, hiking and enjoying the outdoors.

Jodie is a fantastically curious person who deals well with unexpected situations with patience and a smile. This last November we took a two-week backpacking trip through northern Arizona. We expected temperatures in the 40 to 50 degree range; after setting out into Paria Canyon we weathered what the news reports called, "the worst winter storm in 10 years." Despite the far colder than expected temperatures and several inches of snow, Jodie was upbeat and helped me maintain a positive attitude for the entire trip. During the course of our hike she was regularly examining different rock formations and wondering aloud about their history. She also answered my steady stream of questions about geology; when she did not know the answer to one of my questions, she would say so and hypothesize a possible explanation.

While the nature or our relationship is primarily friendship, I have also worked with Jodie in a work environment through volunteering at Off the Chain Bicycle Education Corporation. Jodie has taken on a wide range of roles in her volunteer efforts, all of which she has been successful at. Last fall, when Off the Chain was being organized as a non-profit corporation, Jodie took the initiative to research and contact a lawyer who would help out with some pro-bono work. After helping draft the articles of incorporation and corporate bylaws, she volunteered to run the corporate accounting and set up an accounting structure. Finally, after seeing a need for bicycle education for women, Jodie set up and ran weekly shop hours to teach women how to work on their own bikes.

I could present many more stories of Jodie's excellent work ethic, ability to identify and solve problems, and cool head. It is with pleasure that I recommend Jodie for any position that requires these traits. If you have any questions please feel free to contact me.

Sincerely,

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