

Example 1

To Whom It May Concern,

It is my great pleasure to recommend STUDENT, for the St Catherine's Medal. I have known STUDENT personally for the past 4 years. STUDENT is extraordinary and has surpassed my expectation as a student athlete at Viterbo University. I am delighted to serve as her basketball coach. STUDENT is a natural leader and exhibits a sincere caring for her teammates and fellow students. She is ethically strong and consistently shows a high moral value in whatever she is involved with. As STUDENT'S coach, I witness her extraordinary ability to quickly understand advanced concepts. Then adeptly apply them to pressure filled situations and real-world situations first hand. Her ability to adapt to any situation has been particularly impressive. STUDENT'S academic accomplishments are rivaled only by her personal strengths. Her compassion and charisma are beyond her years. She is well-loved by her peers, as well as all those who had the pleasure of working with her. Whenever any of her fellow students are having a difficult time or feeling down, she never fails to step in with an encouraging word. I highly recommend STUDENT for the St Catherine's Medal. I am confident she will make an excellent investment for our future as a society. Please feel free to contact me if you have any questions regarding her character or past academic work. Sincerely,

Example 2

As SDA President, STUDENT'S leadership has been truly exceptional. Our fall junior level curriculum includes my supervised practice course devoted to producing the annual SDA Spaghetti Dinner held during Viterbo's alumni weekend in October. Although it is a course requirement, SDA sponsors the dinner and uses the profits for professional development experiences for SDA members. I allow the SDA leaders to lead planning for this event to the extent they are able. STUDENT began planning the dinner with her team of SDA officers almost immediately after being elected to the office in late spring of her sophomore year. Last fall, when the first day of class arrived, the officers were prepared with a slide presentation to share their vision for the dinner, a marketing plan, and a plan for increasing revenue by having a silent auction! She and the officers presented their ideas in such a way that their confidence reassured the other students, while allowing everyone to feel a part of the planning and decision-making process. The event was a tremendous success- the students served 500 customers and exceeded their profit goal by over \$1000! The Student Dietetic Association has set a goal to attend a national conference in Philadelphia next fall, so they have once again become entrepreneurs. On a "snow day" this week, when almost no one was on campus, she led her junior class in making 1000 cake pops to sell for Valentine's Day as a fundraiser. She inspired the class to work as a team during this "free" time, an example of her ability to cast a vision so that others follow. In all of her work in my courses STUDENT shows an attention to detail indicative of a commitment to excellence. Her communication skills are exceptional. When planning an activity, for class or for SDA, she communicates with all involved before planning begins, sets expectations for what should be accomplished, then summarizes the decisions made in an email. If I send her an idea or suggestion, she always follows up. She acts with the foresight of an experienced manager. STUDENT shows service to the university in her role as a work study student. She creates the shopping list for the twice weekly food science labs and carefully arranges needed equipment and supplies at each lab station. She makes sure the lab is clean and well-stocked at all times and by doing so has freed my time for projects that enrich our students' experience here. STUDENT works to an extremely high standard and I can count on her completely to have the lab ready for my food science courses. This work carries more responsibility than the typical work study job and STUDENT shines at it. STUDENT is personable, courteous, and liked by all with whom she has had contact in carrying out her work. She does not "take over" projects, but is very effective at leading a team to get a job done. If she is given responsibility for a task it will most certainly be done on time, and done very well. I don't expect that I will see a student with this blend of qualities many more times during my career. STUDENT stands out. I give her my very highest recommendation and ask you to honor this talented leader.