

FROM: **Timothy D. Frantz, CIS**

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TO: Interested Party

Dear Sir/Madam,

I am writing to you regarding a reference for Matthew Behrens. I have been his instructor at Lethbridge Polytechnic for the past two and a half years and have observed his participation in group activities, class, and in class discussions, public presentations, and a variety of his assignment submissions.

I have been most impressed with the following characteristics:

- Commitment and work ethic
 - Matthew consistently and regularly shows that he is willing to work hard and do whatever is required
 - He is always striving to learn and improve his technology skills
 - Matthew focusses intently on whatever task is at hand.
- Intellect
 - Matthew's consistently maintains an above-average GPA
 - Matthew strives to understand every concept and detail of each lesson taught
 - He successfully grasps both broad and detailed concepts quickly.
- Communication skills
 - Although he is a man of few words, Matthew is a good communicator, able to express his thoughts clearly
 - He is never afraid to ask questions, always striving to get the complete message
 - Matthew has good writing skills within technical accuracy and readability contexts.
- Character
 - Matthew is a very polite, kind, and respectful person
 - He is constantly striving to improve himself in every way
 - He has proven himself to be true "team player", liked and appreciated by his project team members
 - Matthew has demonstrated a strong commitment to his team and his education.

I believe that Matthew would be an asset to any company or business, and that his involvement in a project or business would be a contributor to its success. As the owner and manager of an IT business for 17 years, I recognize actual and potential character and talent. If I had a position needing to be filled in my business, I would hire Matthew. I recommend the same.

Sincerely,

Timothy D. Frantz