

# ***PENN STATE ERIE, The Behrend College***

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*REED UNION BUILDING INFORMATION DESK*

*Reed Union Building • (814) 898-7135*

*Fax • (814) 898-6015*

May 8, 2023

Dear Hiring Committee:

As the manager of the Reed Union Building Information Desk at Penn State Behrend, I have had the pleasure of knowing Brett Meyer for the last five years. He has been a reliable employee and an asset to our department. I would like to take this opportunity to recommend Brett for employment within your organization.

I feel confident that he will be a successful employee for you. At Penn State Behrend, Brett was a dedicated and responsible student worker. He could be counted on to arrive for his shifts on time and prepared to work. Brett completed without complaint any task he was given. He worked well independently and with other students.

Brett demonstrated a good working knowledge of the campus and our office's policies and procedures. He was patient and service-oriented in his dealings with all our customers, both students and public. Were our employment opportunities not specifically for students, I would have gladly kept Brett as a member of our team.

It is for these reasons that I recommend Brett for your open position. I believe his skills and abilities will be an asset to you. If you have any questions regarding this recommendation, please do not hesitate to contact me.

Sincerely,

*Christa D. Morris*

Christa D. Morris  
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