



March 12, 2014

Dear Selection Committee:

RE: Application for Valedictorian

I am pleased to offer a letter of recommendation on behalf of Alexandra Grosset. I first met Alex in September 2012, when she enrolled in my OA1310 Bookkeeping I course. In the semester that followed, I had the opportunity to observe and instruct Alex in OA1320 (Bookkeeping II), OA1430 (Simply Accounting), OA1150 (Microsoft Access), and OA1232 (Skillbuilding II). In all five courses taken with me, Alex achieved top marks for most of the classes and ranked within the top three for the rest.

Alex is what I consider to be an ideal student, one who welcomes new challenges, has a positive attitude towards the learning process and is realistic about the amount of effort required to succeed. In addition, her exceptional time management skills have allowed her to maintain high grades while taking a full course load and working part-time.

As a result of her professionalism and dedication, I felt confident in recommending her to a bookkeeping company where she completed her work practicum and was subsequently offered a position with the firm. During her employment, her inquisitive nature and excellent work ethic sparked the interest of other companies resulting in additional job offers. While many students would have been enticed to settle with a one-year Bookkeeping certificate to continue working, Alex's strong commitment to learning compelled her to return to GPRC to complete her Bookkeeping diploma and pursue a professional bookkeeping certification with registered associations.

Alex is dependable, resourceful and possesses a high level of integrity. Her attitude, talents and personal characteristics will assure her success in her future endeavors. Therefore, I recommend her without reservation.

If I can be of further assistance, please do not hesitate to contact me at (780) 539-2205.

Sincerely,

A handwritten signature in cursive script that reads "Doris Hoveland".

Doris Hoveland, CA
Instructor, Department of Business