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To Whom It May Concern:

I am writing this letter to introduce James Garrett, and to provide you with information on James' academic work, work ethic, and leadership qualities that may be helpful to you in making a hiring decision. I have known James for two years, where he was as a student in the University of Central Florida's Engineering Technology Information Systems Technology Program. During those two years James took and passed three of my courses, including CET4663 - Computer and Network Security, CET3529 Linux Administration, and CET4885 - Investigative Digital Technologies (digital forensics). James did well (3.5 GPA) in these courses and was one of my better students.

My courses encompass both theory and application, as I believe it's important that students be exposed to real world projects while in school so that, upon graduation, the transition from school to work is efficient (good for both student and employer). My courses require students to complete hands on assignments with multiple tools and operating systems, and additionally, to write a professional-quality report that describes in non-technical (for managers) and technical (for peers) terms, the task (creating a firewall, intrusion detection system, or recover deleted files, etc.), the approach used, and the outcome. James demonstrated the ability to communicate in both technical and non-technical terms, a crucial business skill in the IT industry.

I have first hand knowledge of James' leadership capabilities as I have served as the Faculty Sponsor for the UCF Dive Club for the last two years. This year James was appointed as club Vice President. The club has seen tremendous growth in membership and activity under James and his fellow officers. James has done an excellent job working with the current club president, as they have planned monthly dive trips to keep members active, worked with local dive shops to schedule on campus opportunities for non certified divers to "discover scuba," negotiated discounts with local dive shops, utilized opportunities to setup booths for incoming freshman events, as well as marketing the club to students. Under James leadership, the club is in better financial standing and has a larger member base than previous years.

If you are in need of a young, energetic, smart, technical person with good leadership and communication skills, I would highly recommend you consider James Garrett. If you need any further information you can contact me at 407 823 3527 (office), or either email address below (preferred method of communication initially).

Sincerely,

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