



LETTER OF RECOMMENDATION FOR KYLE M. SMITH

To Whom It May Concern:

I am writing this letter of recommendation on behalf of Kyle Smith who is applying for an internship at the Governor's General Counsel in Austin, TX. Although many students ask me to make recommendations on their behalf, I only recommend students whom I feel are well-suited for the responsibilities they will face in committing to such programs. Kyle is one student who comes highly recommended.

As an Assistant Professor in the College of Business Administration and the School of Information Technology and Computing at Abilene Christian University, I work with many students who have substantial knowledge and expertise in business and computer applications. Each year I am privileged to come to know only a few students with unique characteristics who successfully manage their academic program and who truly embrace the learning opportunities presented by the University. Kyle has consistently demonstrated initiative in these areas and stands out as an exceptional student.

I became acquainted with Kyle during the fall semester of 2008. As a student in Operations Management, Kyle was a responsible and personable individual who immediately presented himself as someone with high academic standards. Kyle demonstrated strong analytical and problem solving skills, tactfully employing them to analyze difficult concepts and openly discuss findings both in class and in informal settings. Kyle faithfully attended class and performed exceptionally well in all assignments, completing the course with one of the highest grades awarded in the class.

Kyle has strong leadership skills and uses them to capably manage his environment and to set and achieve challenging academic goals. In the operations course, Kyle worked well with his assigned teams throughout the semester, leading them to develop and submit excellent written and oral projects. Kyle has a strong command of oral and written communication skills and uses them in a professional manner to present outcomes derived using equally strong analytical skills.

I had the pleasure of working with Kyle during the fall term of 2009 where he served as a teaching assistant (TA), and also during the spring 2010 term where he supported research in management science. As a TA, Kyle demonstrated a true servant heart, taking the initiative to

identify opportunities to assist in managing course requirements and by diligently supporting research activities as requested. Kyle had a strong interest in research and developed these skills by supporting faculty to integrate the benefits of non-profit and for-profit entities to promote social responsibility in business management. Kyle has prior experience in directing and managing student support activities at ACU and has held various director/management positions and business internships including the support of a non-profit venture in Oxford, England.

Kyle's strengths are his persistence and high standards, along with his excellent communication and analytical skills - all of which position him as an ideal candidate for this internship. Considering his performance to date, I believe Kyle will be successful in all he chooses to accomplish and will be a substantial contributor in any venture he decides to pursue. I sincerely appreciate this opportunity to offer a recommendation for Kyle. May God bless him in all his efforts as he makes the excellence of God's creation known to those within his sphere of influence. Feel free to contact me as needed if you require additional information.

Sincerely,

Orneita G. Burton, Ph.D.
Assistant Professor of Management Sciences
School of Information Technology and Computing
College of Business Administration
Abilene Christian University
ACU Box 29317
Abilene, TX 79699-9317
(325) 674-2759 office
orneita.burton@coba.acu.edu