

May 3, 2013

Subject: Letter of Recommendation

To Whom It May Concern:

I am pleased to be writing this letter of recommendation for Caitlin Beirne. As a longtime friend of Caitlin's grandmother, I have known Caitlin for her entire life and have had the pleasure of watching her grow into a beautiful young woman.

Caitlin has shown herself to be a very smart girl. I have frequently heard from both her mother and grandmother how wonderful her grades are in school. She was also helpful in reading to her cousin and helping to teach him the alphabet when he was starting school. She is very driven when she sets her mind to something; she won't stop until she finishes.

Caitlin loves reading, bowling and, her newest love, cake decorating. She is very skilled and talented at cake decorating. Last summer, she took a cake decorating class with her aunt and, despite being the youngest person in the class, she was one of the best. She made cakes for Christmas and Easter family dinners.

Family is also very important to Caitlin. She is always available to help her grandmother with housework or babysitting. After her grandmother's neck surgery, Caitlin was a big help around the house, grocery shopping or whatever was needed.

For these reasons, it is with great pleasure that I recommend Caitlin Beirne. I believe she would be asset in any endeavor.

Sincerely,

Mrs. Jean Byrd

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