



November 20, 2015

Dear Sir or Madame,

It is with great pleasure that I recommend Ms. Paullette Reed to provide etiquette and protocol training to your organization. Ms. Reed was a consummate professional and such a pleasure to work with on our event. Her skills in international protocol were evident and she delivered an informative and engaging presentation to our students.

Ms. Reed facilitated an Etiquette Dinner for our campus. The event was comprised of senior, business students who were in need of career development tips. Ms. Reed taught the students the importance of representing yourself well in a business setting and proper manners for each meal course. She also covered appropriate dress and communication styles.

We have received such great feedback from students regarding Ms. Reed's presentation. Students were very appreciative for the detailed and comprehensive workshop. The information was invaluable and the students will benefit greatly from what they learned for years to come.

I am so happy to have connected with Ms. Reed and look forward to planning more events in the near future.

Sincerely,

A handwritten signature in cursive script that reads 'LaShay Wyatt'.

LaShay Wyatt
Director, Career Development and Internship Program
The Lighthouse: Center for Exploration and Discovery
Virginia Wesleyan College