



May 27, 2016

To Whom It May Concern:

I am writing this letter of support for Michele Mussatto, Office Manager, Curriculum & Instruction Department of Western Illinois University. Michele has recently lost her position due to budget cuts that have resulted from a year of the State of Illinois' failure to pass a budget. I have been employed at Western Illinois University for seventeen years as a professor. Michele's professional dispositions, outstanding clerical skills, and her passion for supporting our faculty and students are stellar. She is highly skilled in preparing data for reports, organizing student information, and effectively communicating to a variety of audiences both verbally and in writing.

One of Michele's strongest attributes is her ability to handle heavy workloads, learn new technologies quickly, and scaffold others in learning the same. A second strong attribute of Michele is her ability to effectively orchestrate complex meeting agendas, conferences, and special events. Of course, meeting deadlines is never a concern for Michele. She is always on target with deadlines and has impressed me with her ability to keep a positive attitude and collaborative spirit even under pressure. She unites those with whom she works by her example and modeling.

It makes me sad to lose Michele Mussatto as an office manager. I am but one of many faculty and support staff who work with her, but I feel as though I am losing both a friend and colleague. I would give Michele my highest recommendation for a position. Our loss is your gain. Please feel free to contact me if you wish to discuss Michele Mussatto's fine attributes further.

Sincerely,

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