February 5, 2019

To Whom It May Concern,

Please accept this as a letter of reference on behalf of Melanie Mandell for the USA Softball Event Management Summer Internship. I have known Melanie since she began to work for me in the fall of 2016. Throughout her first three years working for the Athletic Communications Department, she has been invaluable to numerous aspects of Middlebury College Athletics.

From the beginning, Melanie made an impact on Middlebury home athletic events. She has a great sense of humor, positive energy and the ability to relate with a wide range of people and personalities.

She quickly learned and picked up many aspects of the job with little or no training. For the past three fall seasons, she has been responsible for keeping official statistics at each home game for our NCAA Championship Field Hockey Team. Melanie is “on top of it,” not missing in a thing in a face-paced up-and-down game.

Beginning in September of 2018, Melanie began working office hours for me each week where she has been asked to do a variety of tasks. From simple filing to advanced research on former Middlebury athletes, she has performed very well. She is always on time and not afraid to stay after hours to finish a task.

Through all of these jobs, Melanie has demonstrated that she is reliable, hardworking and a team player. She is often called upon to communicate with superiors and figures of authority throughout the job – something that she has handled masterfully.

I think this position is one where she would excel. Being a collegiate softball player, she is very familiar with the ins and outs of the game and its surroundings. That being said, I recommend Melanie without any reservation.  If you have any questions, do not hesitate to contact me.

Sincerely,

Brad Nadeau, Director of Athletic Communications, Middlebury College