**Caitlin Beirne**

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May 6, 2016

Mrs. Gina Rheaume

Recreation Sports Manager

20000 Stephens Road

Saint Clair Shores, MI 48080

Dear Mrs. Rheaume:

In my Career Field Experience class, we created a blog page through weebly where we can document our weekly experiences and reflect on a weekly journal prompt. One of the requirements for this class is a letter of recommendation. This is why I would like to take the time to let you know of all the unique things I have learned through this experience.

First of all, I would like to thank you for letting me have this experience. I have never had the opportunity to edit a website through a system like CivicPlus. It was really cool to see how editing a website can be set up more like a Microsoft Word document rather than solid code. I enjoyed being able to take pictures during the ice show my first week. I enjoy the work environment too; everyone is so friendly and helpful. I find it encouraging that the golf course and senior program pages are edited by other people. It keeps me on my toes trying to keep uniformity of the site. There is always work to be done with new events and updated documents. The Parks and Recreation portion of the website is really starting to bloom with the warming season.

Again, I would like to thank you for giving me this experience. This has been my first office-set experience and I have loved being there. I truly value your opinion as my supervisor, and I would appreciate a letter of recommendation from you. If you could have this for me by Friday, May 13th, I would be really greatful.

Sincerely,

Caitlin Beirne