September 8, 2015

North Shore-LIJ

Office of the CIO

Jacqueline R. Coleman

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To Whom It May Concern:

I am writing this referral letter on behalf of Ryan Rolston. Ryan was an intern with our Facilities Project Management group between June and August of 2015. From the very beginning, it was evident that Ryan was a quick learner with a sincere interest in learning everything he could about North Shore-LIJ and the Office of the CIO.

As the Summer Intern Program supervisor, I received nothing but excellent feedback on Ryan. He fit in very well with his team and his manager was thrilled to have him. He was a critical resource in getting the facilities audits completed. My personal experience with him came during our Lunch & Learn series and the volunteer event held at Cohen Children’s Medical Center. He was always incredibly positive, professional, and went the extra mile to learn more about whatever topic we were covering.

I was overly impressed with him during our volunteer event. I watched him befriend a very young boy, who was hospitalized for surgery. He took a special interest in this quiet patient and the child not only opened up to him, but they spent their time together talking and doing arts and crafts. His ability to relate to both children and adults alike is very unique, and I feel that it spoke volumes about Ryan’s interpersonal and communication skills.

I was so delighted to have Ryan as part of our program and would happily hire him as a full-time employee if a role were to present itself. If you need any other information, please feel free to contact me at any time at the numbers listed above.

Kind Regards,

Jacqueline R. Coleman