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To whom it may concern:

I am writing this letter of recommendation on behalf of Samantha Clyde. I knew Sam when she was a student at Hawken School. She was a talented athlete and was a natural leader in team sports where she excelled. I mention this as I believe the skills she perfected while competing in sports will serve her and her future colleagues very well, as she moves into the corporate world.

About two years ago, I had the privilege of working with Sam on a few projects. At that time, I was the Assistant Head of School, Advancement at Hawken School and we were preparing to celebrate the school's Centennial with a variety of events over a period of 16 months.

The kick-off celebration was the school's first Athletic Hall of Fame Inductions and as part of that event, we unveiled the Jerry Holtrey Swimming Hall of Fame to honor one of the most distinguished and decorated high school swim coaches in the USA. We had plans to build a museum in a wing of our sports facility to honor Holtrey's 40 year career but realized late that we needed to redesign all the displays and features in the museum. We knew we needed a strong designer and hired Sam for this job.

At the time, Sam was managing rigorous coursework at the University of Cincinnati, School of Design, Architecture, Art and Planning. She is an extremely talented designer but I also observed strong managerial potential over the summer. Sam worked extremely well under the pressure of having to meet fairly unrealistic timelines given she came to the project late. She was able to take direction from multiple people and balance the job's creative requirements with the pragmatic needs of the firm handling the production and installation. She never showed the effects of this stress and to the contrary, her demeanor allowed others on the project to relax, as they were so confident in her abilities and how she carried herself.

Sam was the youngest person on our team but showed an instinctive ability to manage up. She was able to clearly articulate what she needed in order to accomplish her goals and she required very little oversight. This job required significant attention to detail and the ability to track a variety of evolving content elements at one time. She was appropriate in sharing her opinions with senior members of the team and outside contractors, and she listened intently to the opinions of others.

The job was completed on time to rave reviews by our community and outside critics. Sam was absolutely vital to the project's success.

Subsequently, I worked with Sam on other productions and again found an extremely talented young woman who I believe is a strong candidate for the Weatherhead program and who I know will be a real asset wherever she eventually lands. She has tremendous potential to manage multi-faceted projects/programs. She has a very strong work ethic and understands how to be an effective team

player. If I had to suggest a shortcoming, it would be that she has not yet had a wide variety of work experiences and as such, her self-confidence is not yet where I believe it has the right to be.

I would be more than happy to speak with anyone about this recommendation. We would also open our doors at Hawken to anyone who might want to come by to see Sam's work in the Holtrey Swimming Hall.

Please do not hesitate to contact me.

A handwritten signature in black ink that reads "Stephanie Tolleson". The signature is written in a cursive style with a large, looped initial 'S'.

Stephanie Tolleson  
Chief Operating Officer, Hawken School  
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