

September 25, 1997

Dear Sir or Madam:

It is my great pleasure to write this letter of recommendation for Mr. Eric Olson, my colleague here at Daiei Education Systems in Fukuoka, Japan. I have known and worked with Eric for just over one year, and have been wholeheartedly impressed with his business sense and management skills. This is no small feat when one considers that Daiei is a very traditional, conservative Japanese corporation hosting English schools containing passionate, yet often volatile temperaments. I can honestly say that Daiei's two English schools would have been lost if not for Eric, and that the success they have experienced in recent months is due largely to efforts that he has spearheaded. There is no doubt in my mind that if Eric is made a part of your organization, you will soon find him to be one of the most valuable members of your team, for his business knowledge, professionalism, and work ethic are of the highest standard.

I have been working for Daiei for the past year as a member of the Academic Staff, responsible for such things as curriculum design and teacher training. It became clear from last fall that the company wished us to handle more in the areas of management, with Eric leading the effort. First of all, for a large Japanese company to give Eric, a foreigner, that much trust and responsibility was not to be taken lightly. They were entrusting him to design the school's new quarter system, to develop marketing plans to increase student enrollment, and to oversee the daily happenings of two English schools which have over a dozen teachers on staff. Over the past year, he has taken a limping and ineffective semester schedule and transformed it into an efficient quarter system complete with social events and specialized academic courses, he has turned in hundreds of marketing proposals that has caused even the Vice-President of the company to turn his head in admiration, and he has whipped two sagging schools into shape, complete with a talented and energetic staff teaching inspiring classes. I would also like to add that numerous other areas have thankfully seen his influence: improved working conditions for teachers, better communication between the Japanese and foreign staffs, and frequent nods of approval from the sometimes untouchable Japanese upper-management sector.

Eric's professionalism and work ethic, I believe, is what makes the schools run. Rather than declare himself special benefits as a supervisor, he is always the one that stays the longest at the end of the day and who is the first to volunteer to come in on his days off. To have your supervisor work as hard as you do, if not harder, and ask for no extra perks really sets a standard for the teachers at our schools. Everyone works harder, stays loyal to the company, and looks to Eric to set the pace. But this is not to say that people don't see him as human--he is as real and as genuine as anyone I've known. His ability to listen without judgment, his wit, and his compassion make him an ally--an ally that I am honored to have. I guarantee that you will have no one who will work harder for you.

Finally, I would just like to say that I have learned more from Eric in the past year than I ever thought possible. I have always been interested in the management side of TESL/TEFL and have desired to improve my professional skills in this area. During the last year, I have gained skills in managing group dynamics, proposal writing, system creation, meeting etiquette, and above all, patience. Through a tumultuous and