

March 28, 2016

WICPA
Ms. Jessica Murphy
W233N2080 Ridgeview Parkway, Suite 201
Waukesha, Wi 53188

Dear Ms. Murphy:

With confidence I recommend Mr. Matt Held for the WICPA High School Intern position. Over the past two years, I have known Mr. Held as a student in three of my business classes, as a DECA chapter president, and as a dedicated DECA member. Through all of our interactions, Mr. Held has proven that his self-motivation, communication, focus, and professionalism have led him to success in school and in DECA. I am confident that these traits and skills will lead Matt to success in his future employment and education as well.

Mr. Held's self-motivation and focus have led to his academic success. While a student in my Keyboarding Essentials, Intro to Business Enterprise, and Personal Financial Planning classes, Matt was nothing but professional, prompt, and diligent with his work. He completed assignments on time, asked intriguing questions, and applied his knowledge to real-world situations and class activities. When presented with team projects, Matt was often the leader, who helped others understand the project requirement and collaborated with teammates to create a quality product. On a larger scale, Matt's GPA of 3.65 speaks volumes of his commitment to his academics career.

Mr. Held's communication and leadership skills have contributed to his success as Waukesha South's DECA Chapter President, and will also make Matt a prime candidate for the internship. For the past two years, Mr. Held has served on Waukesha South's DECA Leadership Team. This year, he took on the role as Chapter President. Throughout the school year Matt's leadership skills have thrived. He created digital reminders of chapter meetings for members, he led meetings, supported other members of the leadership team, and proposed new ideas to grow our two-year-old chapter's membership. This year alone, Matt has committed over 60 hours to our DECA chapter's activities. Matt's tireless dedication to DECA has been an asset to the chapter while allowing Matt to show his skills and abilities.

Therefore, I highly recommend Mr. Matt Held for the WICPA High School Intern position, and I am certain that Mr. Held will continue to strive for success through this position. His self-motivation, focus, communication skills and professional are rare qualities for high school students, but these very qualities make Mr. Held the independent and successful young man he is today. Please feel free to contact me if you have further questions: kcortez@waukesha.k12.wi.us or 262-970-1071.

Sincerely,



Katie Cortez
Educator and DECA Advisor
Waukesha South High School