To Whom it May Concern:

I am writing a letter of recommendation for Melanie Rifkin. I have known Melanie for more than three years; first as the Advisor to the Sorority she is in and second as the Co-Committee Chair for the SUNY Potsdam Relay for Life Food and Hospitality Committee that she served on in 2011-2012.

Melanie is a member of Delta Lambda Nu Sorority and I really got to know her when she challenged herself and became President of the Sorority. Melanie was a shy person and she had told me that the reason why she joined a sorority was to help herself to break out of her shell. When she chose to run for President, I was more than proud of her; this was going to be an opportunity to challenger herself and really step out of her comfort zone. During the first meeting that she ran, I could tell that she was nervous but as she went through the agenda she became more confident with each action item. By the end of the meeting she really commanded the room.

Another opportunity she took, where she really stepped out of her comfort zone, was joining the SUNY Potsdam 2012 Relay for Life Food and Hospitality Committee. I was a Co-Chair of this committee and we expected our committee members to solicit donations for goods and services to help our event to be successful. We charged each member of our group to pick two local businesses and ask them for a donation. Melanie took this challenge and she was able to get some amazing items to raffle off at our Chinese Auction that we have during the Relay for Life event. I could see the pride in her eyes when she was telling me about the items she procured.

Melanie is also a hard worker. During the Relay for Life event, our committee members had to take charge of different stations to serve food and beverages and to sell tickets for the Chinese Auction; Melanie was always one of the first people there when it was her shift and also came when it was not her shift to see if anyone needed help.

As Melanie steps out into the world, whether it is going to graduate school or into a professional career, Melanie will not disappoint. She is quiet but very motivated, driven, and ready to take new challenges head-on. Melanie has my highest recommendation in all of her future endeavors.

If you need more information or would like to discuss Melanie’s candidacy further, please feel free to contact me by phone directly at (315) 267-2175 or by e-mail at [terielhm@potsdam.edu](mailto:terielhm@potsdam.edu).

Sincerely,

Heather M. teRiele  
Senior Admissions Counselor, Events Coordinator