

# Indiana University of Pennsylvania

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To Whom it may concern,

I strongly recommend Mr. Nicolaus Allen for a position in your organization. Mr. Allen and I have been working together since the Fall 2016 semester at a meeting for a television show for *IUP-TV*. He has proven to be one of the hardest working individuals in our department and continually goes out of his way to improve himself and those around him. Mr. Allen has shown a commitment to excellence, his organizations, and the communications media department.

Commitment to his work in and out of the classroom has been prevalent to say the least. He was awarded Dean's List during the 2016 – 2017 school year. For his efforts as a freshman, Mr. Allen received first place in the MacGuffin film festival in the Spring 2017 semester. As a student worker, he was awarded the Office Worker of the Year during the 2018 – 2019 school year.

Looking at his academic organizations, Mr. Allen has achieved and learned valuable skills during his time with *IUP-TV*. For the show *Press Start*, he took the initiative to edit multiple segments for both YouTube and television formats. He was also an active crew member who filled in any role needed, and constantly looked to improve productions. Moving on to build his own program from the ground up, Mr. Allen created *Animation Nation*, a series that looks over all aspects of animation. He is the executive producer and oversees all aspects of the show from editing, scheduling, and content.

Outside of his studies, Mr. Allen has also gained many skills in customer service. As a student office worker, he has learned to deal with multiple situations with students and their families. In the summer, he used these same skills to help prospective students and organizations that would frequent the campus. His efforts would see him being promoted to Office Manager, where he organizes schedules and meetings between office staff and higher ups.

With professional experience in both his field and in customer service, Mr. Nicolaus Allen has proven to me as both his peer and direct superior that he is going to thrive in his future endeavors. He is a leader through and through and has proven to handle any task that is given to him. Mr. Nicolaus Allen would be a great asset to any organization looking to hire a true professional.

Sincerely,

Jacob A. Spagnol  
Station Manager – IUP-TV