



International Guide Academy, Inc.



9 December 2013

Ms. Jennifer Mintzer, CITM
[REDACTED]
[REDACTED]

Dear Jen,

Congratulations on your graduation and certification as an International Tour Manager, 8 December 2013. The effort you extended during this program was **superior**. Your certification as an International Tour Manager should be indicated in your cover letter and resume.

Your passengers will appreciate your enthusiasm, excellent speaking skills, as well as your spirit and friendliness. Your positive attitude, leadership skills, strong travel past, teaching experience, great presentation skills, attention to detail, strong organizational skills, as well as your certification are wonderful assets and will be appreciated by the Tour Operators and Suppliers you work with.

Based on your overall grade point average you demonstrated **superior skills** that indicate you would be successful during your first or second tour.

You have the needed skills required of a Tour Manager, as reflected in your completion of the course assignments. You demonstrated outstanding class interaction with your fellow students and instructors. Our observation showed you contributed often during the problem solving workshops. You demonstrated superior research skills. Your "client welcome" class presentation and motorcoach commentary showed excellent research and narration skills.

We believe you can have a career as an International Tour Manager should you choose to pursue that path. Once you get "on the road", we are looking forward to receiving a post card from you. Thank you for choosing our school and please keep in contact and perhaps our paths will cross someplace in the world again.

A copy of this letter should be used as a reference from the International Guide Academy.

Sincerely,


Daniel Slater, President