

December 3, 2024

**Reference Letter for Menucha Libman**

To Whom It May Concern:

Menucha Libman is a student in my Beauty Culture, Commerce, and Innovation course (BUF4700) this semester at City Tech-CUNY; she was also a student in my Introduction to the Fashion Industry course a few years ago (BUF1101). It is my pleasure to write a letter in support of her application for the brand planning assistant position at Ralph Lauren.

Menucha is an outstanding student in many respects: her leadership, her insights into the course material, her participation in class discussions, her discipline, and her work ethic. She has demonstrated her ability to successfully collaborate with classmates and recently completed a college course term project, developing a two-year fashion forecast for men's trousers, including color palettes, patterns, silhouettes, and fabrics.

Menucha also has work experience in the fashion industry and as an intern. She is currently interning at Eugenia Kim, a luxury hat company, where she tracks KPIs throughout the season, analyzes post-season data to identify best-selling products, and completes various tasks as needed. In addition, she has a position as a Payroll and HR Manager for a CUNY academic department, preparing analytical reports and identifying opportunities to streamline systems, enhancing overall efficiency. In light of these personal qualities and work experience, I believe that Menucha would be an enthusiastic, responsible, and creative employee who would show initiative and demonstrate a high level of maturity in her work.

I have no reservations in recommending Menucha for this position. I believe that she will succeed in her chosen course of study as well as her work outside of academia. If you need additional information or have questions, please do not hesitate to contact me. My cell is 917-673-6430.

Sincerely,



Denise H. Sutton, PhD  
Associate Professor



5 December 2024

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Re: Application for Ralph Lauren Brand Planning Assistant

Dear Sir/Madam:

Menucha Libman is an **articulate and confident team member**. She has worked in the Department of Architecture for two and a half years **managing and coordinating** a strict budget for forty part-time staff members. This task is complicated by an unpredictable budgeting process and complex payroll system. Menucha handled these challenges by working closely with senior academic administrators, **communicating effectively to solve problems**.

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The Dean's office commented on how quickly Menucha deciphered intricate payroll processes to distill a clear **plan of action**. She **generated analyses** for our department to accurately **manage staffing projections** across an entire year.

I write this recommendation as testament to Menucha's capacity to **prepare analyses, solve problems, and communicate clearly** with a wide range of administrative personnel. Working with budget and payroll requires an individual of **strong character** and **integrity** to respond decisively to staff requests for information about schedule, wages and payroll.

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Menucha is an **active listener** with a clear ability to **prioritize** and **multi-task** as her work for our department requires. I am confident that she will be an asset to Ralph Lauren, and ultimately a model of the New York City College of Technology's aspirations.

Sincerely,

**Sanjive S. Vaidya**  
Department Chair | Department of Architectural Technology  
New York City College of Technology

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