



**Richmond
Community
Schools**

**LETTER OF RECOMMENDATION
from my supervisor**

Key Skills:

Organized

Detailed

Compassionate

**Ability to understand the needs
of the student**

June 2, 2003

Dear Future Employer,

I have known Jane Wilson for the past two years. As her direct supervisor for the Richmond Community Schools Food Service Department, I must recommend Jane for employment within your organization. Jane is very organized, detail oriented, and compassionate. Currently Jane is responsible for the meal applications for 4,000 students. Her efficient handling of the paperwork enables our department to receive government funds. Prior to that, Jane was responsible for meal tracking and food production at Parkview Elementary. Her attention to detail was evident in her daily paperwork and bank deposits. Jane has been very compassionate when dealing with families and the meal applications. Her ability to understand the needs of the students is unmatched. She has been a valuable employee and would be an asset to any organization. If I can be of further assistance please contact me.

Sincerely,

Nancy Gray

Food Service Coordinator Richmond Community Schools

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Department of Food Services