



**Richmond
Community
Schools**

**LETTER OF RECOMMENDATION
from School Principal**

Key Skills:
Organization
Self-starter
Team Member
Concern & care for children

May 26, 2003

Dear Future Employer,

It is with enthusiasm that I write on behalf of Jane Wilson. I have worked with Jane for three years as her colleague. Jane is one of the most effective clerical assistants I have ever worked with.

Jane possesses the professional skills and experience necessary to deal with all aspects of the Federal Schools Meals Reimbursement Program. She has a pleasant telephone manner, and is patient with parents applying for the Meal Program.

Jane is very thorough in her work and we can depend on her records and computer printouts to be very accurate. She goes the extra mile to call each school when a student or family's lunch status changes, and has good discretion. Jane is always willing to pick up other tasks to help myself or the coordinator when we get too busy. She is a fast learner and has a good work ethic. She often puts in extra time to make sure tasks are completed correctly. Jane is a self starter who works as a team member, but is not afraid to take initiative, make suggestions, and improve the quality of work in our department.

I strongly recommend Jane for a position in any office. She will be a vital member of the team and a great help to the administration.

I will be happy to talk further in support of Jane's candidacy. I may be reached at (111) 111-1111 (work) or (111) 111-1111 (home).

Thank you.

Caroline Jones
Secretary, Department of Food Services
Richmond Community Schools

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Richmond, Indianan 47374
Phone (765) 973-3330
Department of Food Services
Sample Career Portfolio - Line Level Worker

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