

# Charles Elementary School

## LETTER OF RECOMMENDATION

### Key Skills:

Patience  
Follow through  
Team member  
Fast learner

June 2, 2003

Dear Future Employer,

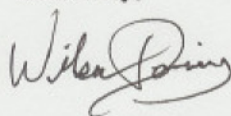
It is my privilege to recommend Jane Wilson because of several character qualities she possesses. Mrs. Williams has above average organizational skills and excellent concern and care for children. She is an outstanding team member and possesses initiative. I have found her to be a self-starter who looks for ways that she can make contributions.

Mrs. Williams was the Lunch Checker at Parkside Elementary School when I was the principal during the 2001-2002 school year. Her responsibilities included the supervision and coordination of adults and children. She was responsible for balancing financial records, maintaining inventory, and preparing lunches.

Mrs. Williams also functioned in another capacity at Parkview School. Her daughter was a student at Parkview at that time. Mrs. Williams' participation as an advocate for her daughter and as an assistant to the classroom teacher enhanced the quality of education enjoyed by all of her daughter's classmates.

I am pleased to give Mrs. Williams my highest recommendation.

Sincerely,



Wilson Dorring  
Principal

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Richmond, Indiana 47374  
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Department of Food Services