

June 5, 1998

To Whom It May Concern:

I have known Ms. Judy Jenkins for two years at Oscar Smith High School as one of my most brightest and efficient students. Ms. Jenkins is well known to me for her punctuality and high attendance in class, as well as her ability to assimilate information quickly. She has served as my assistant on occasion, enabling her to gain experience in a "teaching" environment and has performed those activities admirably.

She is also a high achiever in her other academic areas, being an honor roll student, having placed first in the DECA Competitor Food Marketing Associate Level Category for District Finals. She is involved in several extra curricular activities such as DECA, FBLA and FHA. In addition to going to school, she has been able to fine tune her work skills by working presently as a Customer Service Representative at Upton's Department Store, and as a Customer Service Representative, in the past, for Farm Fresh and Chesapeake Honey Glazed Ham Co.

Her career objective of wishing to work in advertising will surely be attained by Ms. Jenkins as her professional and polite attitude, as well as professional and appropriate appearance will make her an asset to any company.

Sincerely,

A handwritten signature in cursive script that reads "Patricia Bookman". The signature is written in black ink and is positioned above the typed name.

Patricia Bookman  
English Teacher  
Oscar Smith High School  
Chesapeake, VA