

March 6, 2015

Chandra Paschal  
English Teacher  
West Carroll High School  
Savanna, Illinois, 61074  
815-213-7715 ext. 117

To Whom It May Concern,


I am pleased to write a letter of recommendation for Michelle Konrardy. I have worked with Michelle for the past 7 years at West Carroll High School in Savanna, Illinois.

Although Michelle is part of the Science Department and I am an English teacher, I have had many opportunities to work and interact with her on various committees and during professional development classes. These committees include the Parent/Student Handbook and various curriculum guide revisions. In addition, there were also many occasions that I would seek her out to discuss student issues such as grading and student expectations since we both teach upper-grade level students.

In all of my interactions with Michelle, she has displayed a high standard of professional ethics and dedication to both her work and students. In addition to being dependable, she is also very organized and structured. Along with being knowledgeable in her field, she has excellent verbal and written communication skills. She is familiar with a wide range of technology. She holds herself and her students to high standards, and these standards ensure that her students will be well-prepared to move on to the next level of education.

Although I am very pleased to recommend Michelle Konrardy for a teaching position at your school, she will be missed here at West Carroll High School. If you have any further questions about Michelle, please don't hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Chandra Paschal".

Chandra Paschal  
English Teacher  
West Carroll High School