June 1, 2005

To Whom It May Concern:

I am pleased to write this letter of recommendation to be included as part of Dorothy Florendo’s file.

Ms. Florendo has been a regular and favorite substitute at Hueneme Elementary School during the 2004-2005 school year. She has had the opportunity to work with many grade levels and because of this she possess a wide range of skills in classroom management and a growing understanding of many levels of the curriculum.

As the principal of the school, I have had the opportunity to observe Ms. Florendo in the classroom. She has had several long term sub jobs as part of the 5th and 6th grade team and her professionalism and classroom management skills are on par with experienced teachers. In fact, the other teachers in the 5th and 6th grade team speak nothing but praise for the work that Ms. Florendo has done. She has great organizational and time management skills and it is evident that there is mutual respect between Ms. Florendo, the students, and the other teachers.

Ms. Florendo’s cheerful and positive attitude is contagious and she is a pleasure to work with. She is enthusiastic, hardworking, and dedicated. She is very professional in her dress and her demeanor. I would like to thank her for the enrichment she has brought to our campus. If I had an opening on my campus I would not hesitate to hire Ms. Florendo. I wish her a long and happy career as a successful classroom teacher. She will be a great asset to any campus.

Sincerely,

Colleen Robertson
Principal
Hueneme Elementary School