



25141 N. Avenida Rondel Valencia, CA 91355
(661) 291-4040 FAX:(661)291-4041

Ken Hintz Principal

To Whom It May Concern:

It gives me great pleasure to write this letter of recommendation for Janel Richardson. Mrs. Richardson served on the PTA at my former school, Valencia Valley, and was a regular volunteer in the classroom. Mrs. Richardson has a wonderful personality that gives her the ability to connect with people and show concern for their well-being. Her warm demeanor and can do attitude inspire confidence in the parents, staff, and students that work with her.

Valencia Valley and I appreciated her time, effort, and care she gave to the school and this has allowed Mrs. Richardson to develop a fantastic rapport with staff and administration alike. She is respected and admired by the teachers and parents she served on a daily basis.

In addition, Mrs. Richardson chairs the school Variety Show each year. A job that requires expert coordination and dedication to many extra hours of work. She did a wonderful job recruiting parent helpers, scheduling work, writing the script, training students, and organizing the event. She demonstrates a positive attitude and an incredible work ethic that will ensure she will be an effective leader and team member. She also understands the importance of completing work in a timely matter. We could always count on her to complete the tasks she takes on.

Mrs. Richardson has unique qualities that are difficult to find in the workplace. She is a pleasant agreeable person who has a willingness to help out when there is a need. Mrs. Richardson has a heart of gold and is always willing to serve.

I have the highest respect for Janel Richardson, and would recommend her without reservation.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Hintz", written in a cursive style.

Ken Hintz
Principal



25375 Orchard Village Road Valencia, Ca 91355