

January 15, 2017

100 Lex Carter Circle

Scottsville, KY. 42164

To Whom It May Concern:

I'm so pleased to have the opportunity to write a reference for Abby Harnack. I have been blessed to know Abby since her elementary years at Bowling Green Christian Academy. There has never been a single moment of doubt that her passion and love for teaching and children would ultimately lead her to becoming an educator. Abby has always demonstrated her calling to become a teacher in her community service, mock classroom in her home, tutoring others, volunteer work and efforts in her own school career. She impressed me early on with her dedication and compassion for students with special needs. Her exuberance for teaching and learning is second to none.

During high school, I employed Abby Harnack, as a private tutor for my son, Solomon. I had total confidence in her ability to make a difference by providing lessons to assist him with areas such as English, geared to his specific needs. Abby planned detailed lessons and provided a variety of educational tools and approaches for Solomon. She conducted herself as a professional teacher in every way from weekly planning, handling payments for services, materials, parent conferences, student and parent feedback, and research. Abby provided tutoring for Solomon until he went to high school. As a direct result of her efforts as an educator, Solomon's English grades dramatically improved and his ACT and SAT scores were well above average. Solomon has maintained that she has been the best instructor he has ever had.

As a former elementary teacher, I don't hesitate to refer Abby for any possible position. Abby has always managed her daily schedule with great maturity and responsibility. She is organized, detail oriented, and 100% dependable. Abby strives to stay current on educational and professional tools and research. She is open and creative; striving to meet the individual needs of her students. In addition to passion, dedication, and expertise, Abby has a keen sense of business management and team work. She consistently demonstrates a true gift when interacting with children of all ages and their parents.

Abby Harnack has maintained a clear focus on serving others as an educator. However, her skill sets are highly adaptable and flexible making her a true asset to any organization. She has always strived for excellence in her work as seen by her stellar grades, accomplishments, and awards. During high school, she stepped in to help a substitute teacher teach a class. The student feedback was that Abby helped them to finally get a concept required that had previously been elusive. She is truly gifted and passionate.

As an employee, you will find Abby to be dependable and reliable. She works well independently and within a team. She respects authority and demonstrates an unwavering character of ethics, integrity, and respectability. She comports herself at all times as a warm, professional woman one is blessed to know. I cannot begin to express just how highly I recommend this amazing woman.

Sincerely,

A handwritten signature in dark ink, appearing to read "Anne Kieffer". The signature is fluid and cursive, with the first name "Anne" being more prominent than the last name "Kieffer".

Anne Kieffer

615-830-6125