

January 11, 2023

To Whom It May Concern:

It is with genuine pleasure that I write to recommend Amelia Harkenrider for a teaching position in your school system.

Amelia and I first met in August 2019 when she enrolled in my First Year Seminar (FYS) course at Hope College and became one of my academic advisees. Additionally, Amelia has served as one of our student front desk receptionists in the Academic Success Center for the past three years. Given our frequent contact, I have come to know Amelia well.

I am duly impressed by Amelia's integrity, drive, perseverance and dedication to each task she undertakes. Amelia has a kind, gentle nature and is truly committed to helping others. In my FYS classroom, Amelia displayed keen intellect, a genuine curiosity, and a willingness to participate in discussion and group activities. Her peers enjoyed Amelia's helpful spirit, her thoughtful insights, and her quiet humor.

As our student office receptionist, Amelia is a consummate professional – prompt, neat, welcoming, helpful and a team player. She is an outstanding employee who I would eagerly re-hire if given the opportunity.

As a person, Amelia is a joy. Her pleasantness, dedication and ability to relate well to people of various ages has been a boon in her forward-facing role in our office. These qualities will serve her well in most any vocation, but particularly in the teaching realm. Amelia's patient, gentle nature, coupled with her clear communication abilities make her an ideal candidate to work with young children. Parents will appreciate Amelia's sincere dedication to her students, her organizational abilities, her clear communication and her attention to detail. Moreover, the school administration and her colleagues will appreciate Amelia's team spirit.

In short, Amelia is truly a wonderful person and an outstanding employee. I recommend her most highly, and I am confident that she will make an immediate and significant contribution to the school that is fortunate to hire her. Should you desire additional information about Amelia, please contact me at (616) 395-7830 or via my email address: [Pinkham@Hope.edu](mailto:Pinkham@Hope.edu).

Sincerely,



Janet Pinkham  
Endowed Director