

January 17, 2023

To Whom It May Concern:

When Amelia Harkenrider asked me to write a letter of recommendation for her I quickly agreed. I have known Amelia for a little over three years, starting when I hired her to work for me as a student office assistant. Her job here began in January of the spring semester of 2020. The student office assistant position entails a variety of tasks for each of the three programs located in our office suite. Responsibilities include monitoring email, answering phones, scheduling appointments, helping students fill out forms, processing student files, shredding, and record keeping. There are many interruptions so the capability to multi-task is often needed as well as the ability to maintain confidentiality. While Amelia tends to be more on the quiet side, she is a very conscientious worker and has handled all of this well. She is good at taking a task and running with it, but is also willing to ask questions which I appreciate.

I've gotten to know Amelia on a much closer and more personal level during her tenure as she works directly with me at our office reception desk. Aside from her full load of college classes and on-campus work, Amelia also volunteers at the church she attends as a Sunday School teacher. From our conversations I know she really enjoys the time she spends with these children. She has a big heart for kids. Additionally, she has had numerous field placements through the Education program here at Hope College and learned a great deal from those experiences. Amelia also has a love of animals and gardening.

Amelia has proven herself to be reliable, trustworthy, and collaborative in her position with all three of the programs that our office serves. She has been willing to pick up shifts if her schedule allowed when others were sick and she continued to help me remotely when we were not working in person at the end of the spring 2020 semester after Covid hit. Due to her having a student teaching position this spring, I am sad to say she is not able to be a regular on my staff at this time. However, she was willing to stay on as a substitute and will be able to help cover shifts when her school has



days off. Amelia is one of the most mature students I have had the pleasure of working with in my 20+ years at Hope College. All this to say, I would without reservation hire her again. I think you will find Amelia to be a valuable addition to your team.

Sincerely,

Lisa M. Eding
Office Manager
Academic Success Center
Disability & Accessibility Resources
Sociology & Social Work Department