

Law Office of
F. Elliot Goldman

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February 23, 2015

RE: Letter of Recommendation for Lynnette Munoz

GENTLEMEN:

I strongly recommend Lynn Munoz for a teaching position at your school.

Lynn has worked for me on two separate occasions, once for a period of six years, and most recently for going on five years. Lynn began her employment as my legal assistant / office manager, but quickly became invaluable to me as my right-hand person. This is especially significant because our office is small, requiring Lynn and I to both wear many hats. Fortunately, Lynn has far exceeded any expectations in this regard. My ability to depend on her allows me to focus on my legal practice.

Lynn is organized, dependable, and productive. Within the first year of working for me she took the initiative to create an in-house billing system saving me hundreds of dollars per month. She most recently assisted my IT specialist in reconfiguring our office network and handles all in-house technical and software needs.

Lynn is both exceptionally bright and personable. She has continuously demonstrated excellent interpersonal skills dealing with my clientele and helping to build positive relationships. She has also successfully diffused difficult client situations when necessary helping the client to remain calm and become refocused on the task at hand.

Lynn is highly self-motivated and very capable of achieving any goal she sets her mind to. When encountering a difficult office challenge, such as a computer virus, she sets her sights on the ultimate goal of resolving the problem in the most expedient manner possible.

Over the last few years, I have brought in legal interns during the summer, as a way of giving back to the community. Lynn has designed a training protocol to aid the legal interns in

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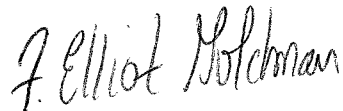
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navigating our office, and the myriad duties involved. She has successfully taught/trained these individuals so that the office remains productive and the interns gain the maximum learning experience for their time and effort.

Lynn has spoken often of her teaching years and it is clear that she misses teaching. She has a passion for learning and teaching that can only be realized within an education-based environment where she can truly shine and realize her maximum potential. She will be a positive asset to your school and I strongly recommend her for a teaching position.

Yours very truly,

A handwritten signature in cursive script that reads "F. Elliot Goldman". The ink is dark and the signature is fluid.

F. ELLIOT GOLDMAN

FEG:llm

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