

Law Office of
F. Elliot Goldman

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February 24, 2015

RE: Letter of Recommendation for Lynnette Munoz

TO WHOM IT MAY CONCERN:

It is with great enthusiasm that I recommend Lynn Munoz for a position as a teacher with your school.

I have known and worked with Lynn for over 10 years. In addition, I have had the opportunity to work closely with her on a variety of work projects. Lynn is an enthusiastic worker who puts her passion into her work. Her approach to every type of problem and/or project is professional, efficient, and organized. She can be tenacious in her dedication to finding a solution to a problem.

The legal clients at our firm like Lynn very much. She has an uncanny ear which allows her to "know" who is calling by their voice, which often makes the clients feel special and cared about.

Lynn is in charge of everything in the office, including purchasing, accounting, secretarial duties, reception duties, and training of summer interns. In training the interns, she breaks down the duties into chunks of information and proceeds to efficiently train the young interns so that they are able to maximize their usefulness and potential at the firm. Further, Lynn created an online training manual to help the interns when she is unavailable.

On her breaks she is often reading textbooks or researching information online related to schooling. While at the firm, she has taken seminars to keep in the loop with the educational field. I am sure she is looking forward to returning to teaching.

Lynn would be an asset to any organization. She seems particularly good with other people, clients and interns alike, which I can only imagine would aid her in developing positive

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relationships with students. I am certain that she would provide a positive contribution to your school. Again, I highly recommend Lynn Munoz for a position at your school.

Yours very truly,

A handwritten signature in black ink, consisting of a large, stylized 'G' followed by several horizontal strokes.

GEORGE DAVIDOVICH, III

FEG:llm

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