

July 18, 2015

To whom it may concern:

I am honored to provide a letter of reference for Ms. Margaret Claypool, an outstanding and dedicated professional.

Ms. Claypool and I worked together as teaching colleagues since she began working as a math teacher for Del Norte County Unified School District. In that time period I worked collaboratively with Ms. Claypool in her capacity as a teacher and found her to be the consummate professional: honest, forthright and passionate about her work. She is positive, outgoing, and was always eager to be a contributing member of the staff. It is my professional opinion that Ms. Claypool would bring these qualities and professionalism to any position for which she is being considered.

Ms. Claypool's background in mathematics, training as a math educator, and outstanding skills in computers and technology made her a highly valued member of the teaching staff. Her knowledge and willingness to share her expertise with colleagues greatly enriched the learning experience for all students.

Ms. Claypool embraced the challenges of her teaching assignment with enthusiasm. This was evidenced by the innovative strategies and learning activities she consistently incorporated to keep her students engaged in the learning process. In addition, Ms. Claypool effectively utilized technology, an area in which she is exceptionally skilled, to enhance the learning experience of her students. She maintained an organized and inviting work environment. Ms. Claypool was always consistent and fair, establishing a respectful and positive attitude toward her students and colleagues. Furthermore, Ms. Claypool always held herself to the highest standard of professionalism and integrity.

It is with confidence that I recommend Ms. Claypool for any position for which she is being considered. I am certain she would be an outstanding asset to any organization and a positive addition to any community. Should you require any additional information regarding Ms. Claypool, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Cynthia L. Menaugh". The signature is written in a cursive, flowing style.

Cynthia L. Menaugh, M.A.
Middle School Mathematics Teacher (retired)

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