



Gary Elementary School
130 East Forest Avenue
West Chicago, Illinois 60185

September 30, 2011

To Whom It May Concern:

It is my pleasure to recommend Mrs. Cleia Grubb for employment in your school district or company. Mrs. Grubb has been consistently assigned as a substitute teacher at Gary School since the beginning of the 2011-2012 school year. Prior to her tenure as a substitute teacher, I have had the pleasure of knowing her as a Gary School parent.

She has a strong work ethic and is extremely responsible. She arrives on time and is a very reliable substitute teacher. Mrs. Grubb possesses many skills that would make her an asset to your school. She is kind and thoughtful; placing children first. She is bilingual and fully capable of delivering lessons in English and Spanish. I have the utmost confidence in her abilities and believe that she will do well in an administrative capacity or in the classroom.

In conclusion, I believe Mrs. Grubb will be an asset to your school and community. I wholeheartedly recommend her for employment. Should you have any questions or need clarification, please do not hesitate to contact me.

Sincerely,

Rocio Fisher

Rocio Fisher
Principal
Gary School
West Chicago School District #33
(630) 293-6010 x201