



Education is our investment in the future.

May 20, 2002

To Whom It May Concern:

As a library media specialist in the School District of Janesville for 27 years, it gives me great pleasure to write a letter of recommendation for Cheryl Williams. Ms. Williams completed her practicum at Parker High School, a school of approximately 1650 students. The School District of Janesville includes eleven elementary schools, three middle schools and two high schools.

During Cheryl's practicum experience in the Library Media Center at Parker High School, she demonstrated a very comprehensive understanding of the role of a school library media specialist. She handled the professional as well as routine tasks of library media management competently and with confidence. Ms. Williams is comfortable using electronic resources such as the on-line catalog and circulation system, the reference resources on-line and other Internet resources. During her practicum, she had an opportunity to work with a wide variety of resources. She successfully shared her expertise with students and staff in an encouraging and positive manner.

Cheryl recognizes the importance of developing a positive working relationship with students and staff. She had an opportunity to work with lessons designed to integrate the Information and Technology Literacy Standards. She prepared an excellent lesson introducing PowerPoint to students in our Face/Consumer Education classes. She enjoys and welcomes opportunities to work with technology. The lessons she prepared demonstrated her ability to convey that expertise to students.

Ms. Williams has excellent organizational skills that are essential in library media centers. She is willing to take on any task and certainly demonstrated good problem-solving skills during her practicum experience. Library Media Centers are challenging, changing environments so Cheryl's ability to be flexible and adaptable are positive assets for success in our profession.

Ms. Williams exhibits a clear understanding of the total educational process and is very capable of providing the necessary leadership to connect learners with information and ideas. This process will provide students with the necessary literacy skills for lifelong learning.

It has been a pleasure working with Cheryl Williams. She is dedicated and committed to educational excellence. Ms. Williams is a true professional who has the skill and knowledge necessary to become an outstanding library media specialist. I strongly recommend her for a library media position.

Sincerely,

A handwritten signature in cursive script that reads "Helen L. Bifano".

Helen L. Bifano
Library Media Specialist



District Office

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