



FERRIS STATE UNIVERSITY
SCHOOL OF EDUCATION

July 25, 2009

T

TECHNOLOGY

E

EXPERIENTIAL

A

AWARENESS

C

COLLABORATIVE

H

HOLISTIC

TO WHOM IT MAY CONCERN:

It has been my privilege to work with Janel DePew in the School of Education and Human Services. Thus I feel comfortable in confirming that Janel not only meets but surpasses the responsibilities listed for the position of Executive Secretary to the Provost/VP. She is a mature and highly responsible individual; her capacity for making good judgment is excellent. She is practiced in and capable of making sound decisions on her own. She will make an excellent trainer and supervisor of any assigned staff, and is practiced in the need to maintain confidentiality. Janel's planning and organizing skills are superlative, as are her communication skills, both orally and written. She has had extensive practice in interacting with faculty, staff and diverse student and community populations in many different situations. Janel is also highly experienced in using computer operations and software applications for research purposes and mathematical functions with accuracy.

I appreciate the opportunity to recommend Janel DePew to the position of Executive Secretary to the Provost/VP of Ferris State University.

Respectfully yours,

Kelly Thompson

Teacher Certification Officer

School of Education

College of Education and Human Services