



American Embassy Association, Bonn

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Letter of Reference

June 18, 1999

To whom it may concern:

This letter is intended to serve as a recommendation for Gladys Pieniazek. It is based on her employment with the American Embassy Association (AEA) in Bonn, Germany beginning May 1998. AEA is a multimillion dollar organization that employs over 200 multinational personnel. Our Day Care and Preschool facilities serve a large diplomatic community in both Bonn and Berlin.

Ms. Pieniazek worked as a substitute at the American Preschool. In this role, she worked in cooperation with a regular teacher or aide. She assisted with the implementation of learning projects, helped decorate and maintain the classroom and participated in special activities and field trips. She established an excellent rapport with the children, and her pleasant demeanor created a welcoming environment. Her ability to communicate and interact effectively with both parents and staff contributed to her success.

In addition to filling in at the Preschool, Ms. Pieniazek also worked as a substitute provider at the AEA Day Care. She could always be relied on for her dedication to the children's welfare. Her obvious skill in working with children led to her appointment as Head Counselor at the 1998 Preschool Summer Camp, where she provided educational and fun activities for children of all ages. Her creativity and enthusiasm were greatly appreciated.

In summary, I could not have asked for a more conscientious employee than Gladys Pieniazek. She is an outstanding person, and will surely be an asset to any company that hires her. I strongly recommend her for employment with your organization. Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Kathleen M. Downs". The signature is written in dark ink and is positioned above the printed name and title.

Kathleen M. Downs
General Manager