

Jun 06 2015

To Whom It May Concern,

Chelsie Alexandre has been working as a member of the Prep for Prep Admissions Committee on a volunteer basis from August ____, 2014 and has participated to present.

Her duties include proctoring exams, assembling department materials for mailings, and organizing paperwork. From August ____, 2014 to present, Chelsie has volunteered 15 hours assisting the Admissions department.

She is a mature, diligent, and hard working young person. She has performed all of her duties with great skill. I have found her to be cooperative, dependable, courteous, and very willing to assist whenever needed. Her help in the admissions process at Prep for Prep has been greatly needed and very much appreciated.

Please do not hesitate to email me or call me at 212-579-1470 ext. ____ if you require additional information.

Sincerely,

Prep for Prep Admissions Associate