

Jodi Stepp
Pine Street School
500 S. Pine Street
Spartanburg, SC 29302

Dear Prospective Employer:

Keyana Smith completed both a practicum and an internship experience in my office over the course of two semesters. I also had the pleasure of serving as colleagues together when Mrs. Smith worked as a teacher assistant in one of our special education classrooms prior to graduate school. Mrs. Smith has been an asset to my office and exhibits characteristics that lead me to believe she will excel as a school counselor.

Mrs. Smith has had the opportunity to do individual counseling, conduct small groups and clubs, and has taught a variety of guidance lessons. She has led many of these activities independently. Mrs. Smith has also had experience attending 504 meetings, IEP meetings, and leadership team and MTSS team meetings. She has assisted in conducting behavior threat assessments, standardized test preparation, and a multitude of other tasks that often take place in a school counseling office.

Mrs. Smith is always professional with students, parents, and staff. She takes initiative when she sees a task that needs completion, she communicates concerns, and is very perceptive regarding student issues. Mrs. Smith remains calm in tense situations and exhibits positive interpersonal skills. This combination of experiences and personal characteristics will enable Mrs. Smith to excel as a school counselor.

Sincerely,

A handwritten signature in black ink that reads "Jodi Stepp". The signature is written in a cursive, flowing style.

Jodi Stepp
School Counselor