



MT. DIABLO ADULT EDUCATION
A DIVISION OF MT. DIABLO UNIFIED SCHOOL DISTRICT

LOMA VISTA ADULT CENTER
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July 15, 2014

To Whom It May Concern:

RE: Melissa Naftel

I first met Melissa when she was enrolled as a student in the Administrative Assistant program at our school. She was a dedicated student who completed the program in record time. Melissa served an internship in our office to complete the administrative assistant certification.

It was a pleasure to work with Melissa. Her personality and skills were a good fit with both staff and the students that we serve. Melissa is a friendly, conscientious person with a professional demeanor.

In our busy Career Technical Education Center, Melissa was assigned a wide variety of office tasks including answering phones, greeting and screening office visitors (students, staff, members of the public), providing information about our programs, preparing meeting documents, and updating and creating documents using Word and Excel. It was a pleasure to observe the professional way that Melissa approached and handled these and many other assigned tasks.

It is exciting to know that Melissa is seeking a position in the Mt. Diablo Unified School District. I am confident that she will be an asset to any office.

Please do not hesitate to contact me if I can provide more information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Barbara Leal", with a long, sweeping flourish extending to the right.

Barbara Leal, Coordinator
Career Technical Education
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