

I.S.M.
International School
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May 26th, 2003

To Whom It May Concern
Re: Mr. Jim Miller

It is my pleasure to write this letter of recommendation on behalf of Mr. Jim Miller. I have known Mr. Miller since September 2002 when he joined I.S.M. School.

I.S.M. is an international co-educational school, offering a comprehensive first and second level educational programme. Our school caters to 49 nationalities; as a result we offer an international curriculum in Pre-K to Grade 6. I.S.M. has been accredited by the Irish Department of Education and Science. Therefore, Grades 7 to 12 follow the Irish Educational system, culminating in the sitting of the Irish Leaving Certificate at the end of Grade 12.

Mr. Miller's task within our school is to teach Art. He is responsible for Grades 7 to 12, higher level classes, including Art History. With the ultimate goal of preparing the Grade 12 class to sit the Irish Leaving Certificate Exam in Art and Grade 12 Matriculation.

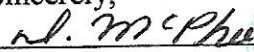
Mr Miller has shown resourcefulness and initiative in designing, and using enrichment materials in his courses. He managed to acquire some needed textbooks, videos and reference books for the Art department. He also arrange for the school to purchase clay, bisque and glazes for pottery projects. During the first term he had the students creat a weaving project which is now permanently on display in my office.

Mr. Miller has been very active within the school. He has held the position of Grade Advisor for the Grade 11 class, and has supervised High School Exams. Jim was very active on the committee for our annual school bazaar. He was directly responsible for producing fundraising letters and the advertising poster. Jim was in charge of our School Art Fair, and managed to arrange to take the Grade 12 class to the opening of an art gallery here in Tripoli.

Mr. Miller is an experienced teacher, and is an asset to our school. Punctuality, commitment to his responsibilities and professionalism has characterized his work. He is liked and respected by the students. He would be an asset to any faculty.

If I can be of any further assistance, please do not hesitate to contact me. (E-mail: donnaqueenie@hotmail.com)

Sincerely,


D. McPhee
Principal

