



PRINCE GEORGE'S
COMMUNITY COLLEGE

301 LARGO ROAD
LARGO, MD 20772-2199
(301) 336-6000

November 16, 1993

Dear Sir or Madam:

I am pleased to have this opportunity to write a letter of recommendation for Ms. Susan Spangler. Ms. Spangler has taught a wide variety of non-credit management courses for approximately four years. These include Stress Management, Business Writing, Time Management and Oral Communications training. Susan is an excellent instructor. Classroom participant evaluations indicate that Susan is knowledgeable, patient, and able to impart information with ease. In addition, she is a caring and supportive instructor. Also, Susan has developed the curriculum and student materials she uses in each class.

On a personal level, Susan is very likable. She is bright, articulate, enthusiastic, and possesses a keen sense of humor.

Susan is an asset to the Office of Continuing Education and Prince George's Community College. I highly recommend her for any position for which she chooses to apply. Susan would never seek a position in which there was no challenge, no opportunity to learn and to which she could not make a contribution.

If you have any questions, please feel free to call me at 301) 322-0798.

Sincerely,

Joel S. Rodkin, Ed.D.
Program Supervisor