

*To Whom It May Concern:*

*I'm pleased to write this letter of recommendation for Mr. Jamaal O'Neal, assistant principal at Golden Oak School for Boys, where I currently serve as principal.*

*Mr. O'Neal joined us in 2018 and quickly impressed us with his resourcefulness and drive. He is unfazed by challenges, eager to try new strategies and creative solutions.*

*In his time with us, he helped successfully organize the revamp of several school processes and instituted our new teacher training programs. He was also extremely adept at managing the school's finances amid a challenging series of budget cuts.*

*Mr. O'Neal has keenly developed skills in conflict resolution and consensus building. This allows him to lead school committee meetings towards productive outcomes, as well as build positive relationships with the community, the media, and other schools in the neighborhood.*

*I've always known Mr. O'Neal to treat our students with great dignity and respect. As a result, he is able to maintain a great rapport with them as well as a positive relationship with their parents.*

*Though I'm sorry to see him leave Golden Oak, I am confident that he will be an asset to any institution he is a part of in the future.*

*For any other inquiries regarding Mr. O'Neal's background, please contact me at [contact details].*

*Sincerely,*

*Irfan Hopkins*

*Principal, Golden Oak School for Boys*