

*To whom it may concern:*

*I am delighted to write this recommendation for Imogen Potts, currently serving as assistant principal at the Bear Mountain High School.*

*Imogen joined us at Bear Mountain two years ago, and has proved a great asset to our staff of educators. She is attentive and methodical, and is able to manage complex and ever-changing responsibilities with ease. She is great at identifying the concerns of both teachers and students, and trying new approaches to solve these proactively.*

*Imogen is also highly growth oriented and takes every opportunity to improve her skills through books, professional development courses, and seeking mentoring.*

*She is fair and consistent in all matters relating to student discipline. She is an active listener, able to communicate openly with students and parents, and bring clarity and resolution to many tough situations.*

*She has a great passion for social justice, and has been a crucial figure in our school's recent efforts towards greater diversity, equity and inclusion. An example of this is the coaching programs she has introduced to help teachers identify their unconscious biases towards students from minority groups.*

*I can say with complete confidence that our school has benefited greatly from Imogen's efforts, and I'm certain that she would make a great addition to the staff of any educational establishment.*

*For any further questions regarding her experience, please feel free to contact me at [contact details].*

*Sincerely,*

*Abigail Young*

*Principal, Bear Mountain High School*