



Shepherd High School



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Principal
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Assistant Principal
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LETTER OF REFERENCE FOR RACHEL TRAVIS

I was asked to write a letter of reference for Rachel Travis and I am very happy to do so.

I have known Rachel for the past six years. She is currently a student in my Business Management & Marketing class, has been a student in my 7th and 8th Grade Computer classes, Business Services & Technology, and a member of the Technology Team and Business Professionals of America, Shepherd Chapter.

Rachel takes great pride in her involvement in many organizations and sports at Shepherd High School. As the President of BPA, member of Student Council, National Honor Society, and Technology Team, she has participated in several leadership conferences. She has served on many committees, and is involved in many class and community activities. She has participated in cross country, basketball, softball and track at Shepherd.

Rachel is definitely a great leader. She is able to set and accomplish goals. She has helped organize several events from the BPA craft show, Scrapbooking Crop, homecoming events, Christmas outreach, and the local blood drive to name a few. She will complete a task and with the utmost quality. She works well independently and with others. She is a self-starter and highly motivated.

Rachel is very dependable and responsible. She is also very helpful to other students, as well as, to other teachers and administrators. She will not hesitate to ask for extra work when she is finished with her assignments. Rachel has excellent attendance, is self-motivated and works well without supervision. She has excellent communication skills, verbal and written. It is a pleasure to work with Rachel.

Rachel has been a member of Business Professionals of America for the last four years, and has served as President of the Chapter the last two years. She is very organized, preparing materials and information for meetings, maintaining records and problem solving. Rachel has been very successful in the BPA competitive events the past four years.

Below is a list of competitions, places and years:

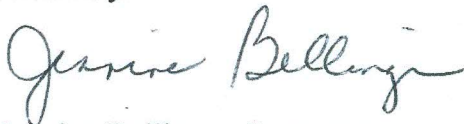
- 2014 2nd in Administrative Support Concepts – State
 2nd in Advanced Office Systems and Procedures – State
 3rd in Advanced Word Processing – State
 1st in Advanced Office Systems and Procedures – Regionals
 2nd in Financial Math and Analysis – Regionals
 2nd in Management/Marketing/Human Resource Concepts – Regionals
 4th in Advanced Word Processing – Regionals
- 2013 5th in Basic Office Systems and Procedures – National
 3rd in Basic Office Systems and Procedures – State
 1st in Basic Office Systems and Procedures – Regionals
 5th in Administrative Support Concepts – Regionals
- 2012 2nd in Fundamental Spreadsheet Applications – State
 1st in Fundamental Spreadsheet Applications – Regionals
 1st in Administrative Support Concepts – Regionals
 2nd in Banking and Finance – Regionals
 3rd in Financial Math and Analysis – Regionals
- 2011 3rd in Administrative Support Concepts – Regionals

She has competed at the BPA National level three years, as well as receiving her Statesman Torch Awards each year. She is very successful because she sets high goals for herself.

Rachel plans to pursue her bachelor's degree in the business area. I believe Rachel will be very successful in her future endeavors. She will be a valuable asset to any organization.

If you have any questions, please do not hesitate to contact me.

Sincerely



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