

March 14, 2014

I am writing in support of Alexandra Grosset's application for the Valedictorian Award. I had the pleasure of teaching Alexandra in three courses last year (Business Communications I, Business Communications II, and Microsoft Word). In each of the three classes, Alexandra was a standout student.

Alexandra takes her education very seriously. She worked tirelessly in her courses to not only achieve extremely impressive marks, but to also ensure that she was learning as much as possible. The Business Communications students were often offered the opportunity to rewrite their work to correct their mistakes. Although rewriting would not have provided her a higher letter grade, Alexandra always rewrote the work to ensure that she learned from her mistakes. She mastered the content quickly and easily, and her work was always top quality.

I also had the opportunity to work with Alexandra in a student leadership and volunteer role. Twice each week, I offered a "grammar group" study session outside of class time for students who were struggling. Alexandra volunteered her time to help me and work with her struggling classmates. Alexandra demonstrated leadership, compassion, and patience in her work with her peers. The students who attended the grammar group always enjoyed working with Alexandra, as she helped them grasp difficult course concepts.

Alexandra also took on a leadership role when she worked with the administration to correct an issue with the Office Administration certificate students' parchments. Students who double majored in the General Certificate and another program were not recognized for their work in the General Certificate on the parchment when they graduated. Alexandra wrote a respectful letter to administrators to request a change to the policy.

At the Office Administration Department Awards last year, our department was pleased to present Alexandra with the "Most Outstanding Certificate Student" Award. Alexandra was an easy choice, as she excelled in all of her classes. In addition to being an outstanding student, student leader, and volunteer, Alexandra is an extremely respectful and professional young lady. She will excel in the workplace and represent GPRC well.

It is my opinion that we are lucky to have a student like Alexandra at GPRC. I would strongly encourage the committee to consider her for the Valedictorian Award. Please do not hesitate to contact me if you have any further questions. I can be reached at [nmenzies@gprc.ab.ca](mailto:nmenzies@gprc.ab.ca) or at 780-882-0668.

Thank you,

Nicole Menzies

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