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To whom it may concern:

This letter of recommendation is on behalf of Jeleesa Jackson.

From 2013, Jeleesa was an excellent Administrative staff member of the Allied Health Department at Modesto Junior College. As the Director of Nursing, I oversaw many of the activities that Jeleesa was assigned and personally experienced the outcomes of her dedication to good work. As a first-generation college student, Jeleesa is raising two small children while balancing work, school and family. Her efforts were commendable and Jeleesa blossomed in her role at Modesto Junior College.

Jeleesa demonstrated organization, efficiency and reliability. The quality of her work was good as well as timely and accurate. She quickly completed assignments and sought out additional work opportunities upon completion of tasks. Jeleesa consistently demonstrated a good work ethic and at times improved upon the assignment with ideas of her own. Over the years, the staff relied more on Jeleesa's capabilities that met and/or exceeded that of an Administrative Professional.

Jeleesa proved herself to be a valuable asset to our classified staff. She is quietly pleasant, has a nice sense of humor and maintains professional boundaries, I highly recommend Jeleesa Jackson for any opportunity that she seeks.

Respectfully submitted,

A handwritten signature in cursive script that reads 'Lisa Riggs'.

Lisa Riggs, RN, PHN, MSN  
ADN Program Director  
Modesto Junior College  
[riggsl@mjc.edu](mailto:riggsl@mjc.edu)  
(209) 575-6382

Allied Health and Family and Consumer Sciences Division  
Phone: 209.575.6362 FAX: 209.575.6593  
*Yosemite Community College District*