



Earl Ray Tomblin  
Governor

208 Hale Street  
Charleston, WV 25301

February 23, 2016

To Whom It May Concern:

Mrs. Jessica Thomas exhibits exceptional characteristics that will enable her to excel at any level. Although her position with our agency was an internship, I was always impressed with Mrs. Thomas' work with the Center for Professional Development. She is a bright, able individual who puts thought into her work and takes pride in doing a job well.

Mrs. Thomas' strongest abilities are her leadership skills, attention to detail, and her ability to work both independently and with others. In the 2012, 2013, 2014 and 2015 West Virginia Governor's Internship Program, she worked with a group of six other student interns to coordinate week-long summer professional development sessions for teachers. She learned quickly, completed tasks without being asked, organized materials, equipment and assignments, socialized in a very professional manner with session participants, and provided leadership to other interns. In her third and fourth years of the program, she presented technology strategies to educators. Her sessions were very well received. One participant commented "I thought that Jessica Thomas did a great job--she will have a great career!"

During an internship that takes staff and interns away from home for weeks at a time in the summer and requires them to work up to 12 hours per day, Mrs. Thomas seized the opportunity to make new friends, establish relationships with experienced teachers and principals, and share her pleasing personality. She was a responsible worker, leader, and a delightful addition to our staff.

Very truly yours,

Dixie Billheimer, Ed. D.  
Chief Executive Officer