

To Whom It May Concern,

April 15, 2009

I am writing to highly recommend Lindsay Jagodowski to you and your organization. This past year, I have had the good fortune to work with her here in the Theater and Dance department at Phillips Exeter Academy, where she has been with us as a teaching and theater intern. As the chair of the department, I have gotten to know a number of interns over the years; Lindsay stands out in my mind for her initiative, her organizational and technical skills, and most of all, for her ability to work in happy and productive collaboration with others.

Lindsay's initiative appeared as soon as the job started. She thought of new ways to organize our fairly chaotic prop and costume rooms. Then she set about putting her ideas into practice. In no time, if one needed a silk parasol, a blonde wig or a skull of poor Yorick, one could instantly find them. She turned her sharp eye to the organization of the rest of the technical spaces in the theater and we all benefitted, as a result. She creates order from chaos. She did this with our ticket sales too. Lindsay was the first person to arrange reserved seating and tickets for those who either were family members of the cast and had travelled a great distance to see a production, or were senior administrative officials with busy schedules. She streamlines things.

Lindsay applies her ability to get things done with up-to-date technical and computer skills. She took over the design, printing and distribution of all of our production posters, doing in minutes on a computer what had taken us hours before. Her facility with the technical aspects of theater, from the ability to design and sew costumes to the rigging of lights, helped her both teach and model those skills to others.

Indeed, her ability to work well and communicate clearly with others has been a real asset to the department this year. She has co-taught classes with the tenured faculty, demonstrating both a willingness to learn and a desire to share what she knows with others. She has co-taught speech making and stage craft courses, taught students on a back stage production crews on everything from how to put in a zipper to how to create faux marbling effects on walls. In addition, she worked closely with the head of the dance program on campus, often rehearsing with students, working with the dance company on their choreography and helping with technique classes.

Overall then, what I see in Lindsay is a very bright young woman with a wide variety of very useful skills to offer and a personal manner that is so warm and engaging, others want to learn from her. At the same time, she is eager for new experiences that will enrich her own background and help her on her professional journey. This is what makes her a delightful colleague. The learning is reciprocal.

If there is anything else I can tell you, please do not hesitate to contact me. I wish we could hang on to her and I envy the next group of people who have the chance to work with her.
Sincerely,

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