

"Moving Forward...
Innovation
Leadership
Service
...For All Learners"

Erie 2-Chautauqua-Cattaraugus BOCES

ERIE 2-CHAUTAUQUA-CATTARAUGUS
Board of Cooperative Educational Services

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Division of Adult & Community Education

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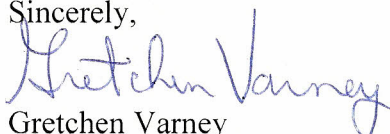
To Whom It May Concern:

Mr. Jose Perez was employed by the Adult Education Division of Erie 2 Chautauqua-Cattaraugus BOCES for over nine years. During this tenure, he taught a variety of computer programs for our Division. Mr. Perez worked with adults and youth who were not enrolled in school primarily with students whose first language is Spanish. These classes included:

- Microsoft Word
- Microsoft Access
- Microsoft PowerPoint
- Basic computer skills

Mr. Perez was a reliable and flexible employee. In the Adult Education Division, we design programs based on student/community need, and Mr. Perez was always willing to adjust his classes to reflect these needs. He developed a good rapport with his students, showing much care and concern for their well-being. He made sure that each student had developed a resume and assisted them with on-line job search activities. Several students' secured employment through the efforts of Mr. Perez. I would be pleased to recommend Mr. Perez for employment in an educational agency.

Sincerely,



Gretchen Varney

Director,

Adult and Community Education

Erie 2 Chautauqua-Cattaraugus BOCES