



September 8, 2026

To Whom It May Concern:

It is with great enthusiasm that I recommend Mrs. Vanesa Salazar for the position of Executive Secretary. I have had the pleasure of seeing Mrs. Salazar excel in both campus and district level roles, and throughout that time, she has consistently demonstrated professionalism, dedication, initiative, and a strong commitment to excellence. Most recently, I had the privilege of working closely with Mrs. Salazar while she served as the Administrative Assistant for the Guidance and Counseling Department, working alongside our College, Career, and Military Readiness efforts. During this time, I came to know her as a highly dependable and hardworking professional who could always be counted on to handle her responsibilities efficiently and with great attention to detail.

Mrs. Salazar is exceptionally organized and has the ability to manage multiple priorities in a fast-paced environment while remaining composed and focused. One of her greatest strengths is her initiative. She does not simply wait for direction; she anticipates needs, identifies potential challenges, and proactively works toward solutions. She is self-driven, resourceful, and takes great pride in producing quality work. In addition to her strong administrative skills, Mrs. Salazar is creative and possesses excellent interpersonal skills. Her positive and approachable personality allows her to work collaboratively with administrators, staff, students, parents, and other stakeholders. She understands the importance of professionalism and represents the district exceptionally well in her interactions with others.

Mrs. Salazar has also demonstrated the highest level of integrity, discretion, and confidentiality. She understands the sensitive nature of information entrusted to administrative personnel and consistently exercises sound judgment when handling confidential matters. This quality is especially important in an Executive Secretary role, and I have complete confidence in her ability to uphold that responsibility.

Without a doubt, Mrs. Salazar is a tremendous asset to our organization, and I am confident that her work ethic, organizational skills, initiative, professionalism, and ability to work effectively with others will allow her to excel as an Executive Secretary. She is prepared to take on the responsibilities of this position and would be an invaluable member of any leadership team. It is without hesitation that I highly recommend Mrs. Vanesa Salazar for the position of Executive Secretary. I am confident she will continue to distinguish herself through her dedication, professionalism, and commitment to excellence as our district continues to break barriers.

Respectfully,

Monica Calles

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