

Documented Professional Writing and Communication Experience (1994–2000)

My portfolio includes a professional reference letter dated November 2022 from my former supervisor at the Fort Campbell Child Development Center, documenting my employment from 1994 to 2000. During this period, I was responsible for preparing weekly lesson plans, maintaining written developmental documentation, participating in parent conferences, and contributing to interdisciplinary team meetings.

I also supported collaborative initiatives with the Early Intervention Program and the Department of Defense Schools, which required clear written communication and the development of structured instructional materials. This letter provides verified evidence of sustained professional writing, planning, and documentation within an educational setting and supports the long-term writing experience reflected throughout my portfolio.

2 November 2022

To Whom This May Concern,

Sharon Edwards began working at Fort Campbell Child Development Center in 1994. I was her supervisor until 2000. Our center was a multi-age facility providing full time care for children of military families. The capacity of our center was over 300 and offered services for children from infancy to pre-school. While Ms. Edwards worked with all age groups, she excelled in our pre- school programs.

Childcare Programs are all inclusive, and we partnered with the Early Intervention Program to allow participation of toddlers who need extra experiences. In 1998, our center began a partnership/collaboration with Department of Defense Schools Special Needs Program on the installation for preschoolers. Ms. Edwards found her “place”! She, her Program Lead, and the teachers facilitated a developmentally appropriate learning environment that fostered the diverse skills of the children.

Ms. Edwards prepared weekly lesson plans, was routinely involved in parent conferences and meetings. She actively participated in special events held in our facility, as well as those sponsored by the MWR Community, such as Camp We Can, a two week summer camp for special needs school-aged children.

Ms. Edwards set a high standard, not only for herself, but for other caregiving staff. She did not compromise when it came to the safety and well-being of the children. She is a true child and family advocate.

Her enthusiasm is contagious. She would greet each day with joy, and saw the many experiences that came her way as opportunities for growth.

It has been my honor and pleasure to have served as her supervisor. Did I mention, she’s the best?

Sincerely,

Lark Kay

