



December 29, 2018

To Whom It May Concern:

It is with great pleasure and enthusiasm that I recommend to you, Mrs. Makeeta Keys for consideration to be a trusted consultant with your business, church or organization. I have known Makeeta for about 20 years as we attended college together. I also know her through her works within public education in the Commonwealth of Virginia, as well as, her spiritual development and leadership skills. From our first encounter, her assertive; yet, pleasant demeanor and personality assured me that Makeeta was a servant leader of humility. She has presented herself as a leader who is caring, engaging, trustworthy, and an honest individual.

Professionally, Makeeta embodies instructional leadership and she has done so on multiple levels in the field of education, as a teacher, instructional coach and administrator. She has also proven to successfully collaborate with all stakeholders to enhance opportunities for students and their families. She is dedicated to student achievement and continues to exemplify leadership qualities that set her apart. Mrs. Keys' ability to model, coach, and provide direct instruction to both student and adult learners is second to none. I frequently rely on her expertise and advice when considering major decisions within my school system and my church. I know that she will be an asset to help your organization grow strategically and methodically. Makeeta continually models the importance of being out in the community and meeting people where they are, whether she is pouring into others or serving on a committee. She has a superior; yet, peripheral grasp on what it takes to be the lead learner of a major organization, therefore, she would add value to your organization's strategic plan.

As the Assistant Superintendent for Instructional Support for Henrico County Public Schools, I have maintained a genuine working relationship with Makeeta that continues to show me how dedicated she is to develop, sustain, and enhance a transparent culture of goal attainment and achievement through modeling exemplary leadership. As a member and leader of The Life Church RVA, it is also a great honor to be connected to someone who genuinely serves and leads as God has intended for us. Makeeta is an active member of her church and she volunteers and involves herself in several organizations that promote community service, outreach and education. In addition to serving as a volunteer, Makeeta is a leader in her church; not just because she is a leader who develops and leads her team, but also because she spiritually guides and leads others by modeling the behavior that she expects to see. Makeeta is always willing to pitch in to ensure that the vision and mission of the church is moving forward. She readily offers thoughtful feedback and suggestions for improvement. She never presents a problem without also offering a solution that she is willing to be a part of. Her strong desire to help, reach and teach is evident in her commitment and presence within her church family.

Mrs. Keys exemplifies the values, qualities and beliefs consistent with progressive organizations and it is with great pleasure that I recommend Mrs. Makeeta Keys with the highest regard as a

candidate for consulting with your organization. Makeeta continually demonstrates her passion to serve others, learn from others, and to strive for personal and professional excellence in her endeavors. She would be a valuable asset to you and would be a positive representation of your organization. If you have any further questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "N. Hamlett".

Assistant Superintendent for Instructional Support
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