

**Centre for Students with Disabilities**

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To Whom it May Concern:

*I am writing this letter of recommendation in support of Megan Reid, who has worked as a co-op student at the Centre for Students with Disabilities (CSD) for the past four months.*

*Megan was hired as a student from the Technical Writing Program, to review our many documents and web pages for clarity of process and accessibility. Megan brought with her all of the skills needed for such a job, and excelled in all aspects of her work here. She became part of a busy team that divided itself into several working groups over the summer. Megan fit in with ease, and quickly became a valuable member of several working groups:*

- *Faculty Outreach, which facilitated an open dialogue between faculty and the CSD*
- *Parent Outreach, which developed presentations and web-based information for parents*
- *Technical Writing and Documentation group, which was certainly Megan's area of strength. She ensured that processes and forms were updated and edited for clarity. She created accessible digital formats for distance and on-line learners, all of which was in compliance with the most recent AODA standards*
- *Website Working Group, which involved researching a number of websites and other sources that offer strategies and suggestions for professors and students.*

*Megan is extremely well-organized. She pays attention to detail, and ensures that she follows up on all work. She has a warm and welcoming presence that staff, parents and students respond to. Megan willingly took part in presentations this summer, and also agreed to be filmed for a television piece on our Centre, which was aired on the Accessibility Channel this summer.*

*I found Megan always willing to take on new challenges, in an extremely professional and positive manner. Her technical writing skills are very strong. Equally important are her people skills. I am thoroughly impressed with all that Megan managed to accomplish during her four months here. Her strong work ethic and positive nature are strong assets that many future employers will benefit from. I wish her all the best as she moves forward in her career. Please feel free to contact me if you have any questions at all regarding Megan and her strengths.*

Kind regards,



Toni Connolly

Manager, Centre for Students with Disabilities