



Letter of Recommendation for Joel Tremblay

1st December 2005

Dear Sir/Madam,

We would like to recommend Joel Tremblay, who was employed at the KTC Language Institute's Peppy Kids Club from February 2004 until December 2005. While with our company, Joel proved to be a dedicated and reliable English Instructor to approximately 350 children in the Himeji area of Japan. He was responsible for the daily administration of his lessons and the regular maintenance of his classrooms.


In December of 2004, Joel was promoted to the position of Performance Supervisor for the Himeji area. His chief responsibility as Performance Supervisor involved monitoring the performance of approximately 10 Foreign Instructors working at over 30 different locations throughout Himeji. He was responsible for giving feedback, providing coaching and support, and for handling various administrative tasks. Joel planned, prepared and ran effective Staff Meetings and Curriculum Training Meetings for his Instructors. The style and manner in which Joel delivered and presented information to audiences was clear, concise and easy to understand. As a presenter he possesses both presence and flair.

Throughout his tenure Joel conducted himself professionally, demonstrated leadership skills, and displayed a strong desire to learn and grow that made working with him a pleasure. Furthermore, Joel was a model employee and a diligent worker, often going above and beyond expectations to provide the support that his Instructors needed. His knowledge of Japan, its culture, and its systems, made him indispensable to the Instructors in his area. We wholeheartedly recommend him to you and we wish him every success in his future endeavors.

Yours sincerely,



Jason Wright
Human Resources Manager
KTC Foreign Language Institute, Co. Ltd.



Konrad Long
Regional Performance Manager (West Japan)
KTC Foreign Language Institute, Co. Ltd.