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Dear Prospective Employer,

I am writing to provide a professional reference for Andrew Robitaille. I have known Andrew for about one and one-half years through his volunteer service and employment with Big Brothers Big Sisters of Athens County. As an officer of the Board of Directors of Big Brothers Big Sisters and later as the Interim Agency Director, I supervised Andrew's work.

Andrew was one of the most enthusiastic, dedicated, and motivated employees whom I have ever supervised. He worked tirelessly for the betterment of the children, the agency, and its programs. Andrew helped with the standardization of forms and procedures, he designed the agency website, reestablished the quarterly newsletter, helped supervise groups of volunteers, and aided in the improvement of the public perception of the agency. All of this was in addition to his defined duties as case manager.

As a case manager, Andrew was responsible for screening prospective clients and volunteers, matching volunteers with children, training volunteers, monitoring matches, and planning activities. Andrew brought his valuable experience as a big brother to his work, which I believe, helped him be sensitive to the needs of both the "Bigs" and the "Littles". As a "Big", Andrew forged an extremely close bond with his "Little" who truly became an additional member of Andrew's family.

Andrew worked for our agency during a time of transition under three different directors. He demonstrated an ability to remain flexible and professional at all times. Andrew interacted well with everyone with whom he came in contact - children, parents, volunteers, college students, interns, colleagues, and supervisors. He is honest and forthright, creative and conscientious; an ideal role model for young people. Andrew thinks and dreams on a large scale, but is equally up to the task of attending to details and organizing both his work and other people toward a common goal.

I would strongly encourage you to employ him, as he will bring a great deal of positive energy to your organization. Andrew has a commitment to children that is not often coupled with the breadth of skill that he brings. He would undoubtedly be an asset to your agency and clients.

If you have any questions or need further information, please do not hesitate to contact me at the above numbers or at my workplace at 802-878-5390 or elisa_ziglar@nafi.com.

Very truly yours,


Elisa J. Ziglar, M. Ed., LPCC