



SCHOOL OF  
COMMUNICATIONS

November 18, 2005

Dyersburg State Community College  
Department of Human Resources  
Eller Administration Building  
1510 Lake Road  
Dyersburg, Tennessee 38024

Dear Department of Human Resources,

I write on behalf of Jane Pate Vondy, who is an applicant for your Director of Workforce and Community Education position.

Ms. Vondy is a fine communicator who brings a wealth of experience to her work. She served as marketing director for a local company, vice president for membership development for the local Chamber of Commerce, and now operates her own marketing, advertising and print publication business.

This fall, she is teaching a public speaking course in the School of Communications at Elon. When one of our professors had an opportunity to pursue a project, I invited Ms. Vondy to teach the class as an adjunct. She previously had worked with several of my faculty members on class projects involving the Chamber of Commerce, and she has a good reputation as a professional communicator. She also had completed a master's degree at Duke in 2004, which made her eligible to teach for us. We are pleased with her work.

I read the expectations for your Director of Workforce and Community Education position and believe she would be strong at assessing business/industry training and professional development needs, especially in light of her Chamber of Commerce experience. She also would be skilled in planning professional development programs. For instance, she could lead one herself on the importance of developing speaking skills in the workplace.

Sincerely yours,

Paul Parsons  
Professor and Dean