

January 6, 2014

To Whom It May Concern,

Please accept my recommendation of Ms. Jane Doe for an English/Language Arts teaching position in your district. During the Fall 2013 semester at Kansas State University, I was Jane's University Supervisor and it was my pleasure to observe her teaching on several occasions. I believe Ms. Doe is an energetic, engaging, and collaborative teacher who would strive to meet the needs of your students while working effectively with other staff members.

During my observations of Ms. Doe, she has always been enthusiastic and energetic about her lessons, content, and students. Ms. Doe gets excited about teaching and her enthusiasm shines through in her tone of voice, facial expressions, and body language. She regularly laughs and smiles throughout the class and during talks with her students. Furthermore, Jane incorporates activities that group students around the room so they are not sitting the entire class period, which results in an atmosphere full of movement and energy and reduces misbehavior.

Ms. Doe also excels in designing and implementing lessons that are rigorous and engaging for a diverse body of students. She uses essential questions, writing prompts, discussions, and various forms of media to link the content to students' lives and encourage them to think more deeply about the topic. Each time I observed, students were actively participating and on task.

Finally, Ms. Doe is a collaborative teacher. She works very well with her cooperating teacher and regularly attends content, team, and district meetings where she works to align content, complete IEPs and 504 plans, and differentiate instruction and assignments for her special education students and English language learners. Ms. Doe also welcomes suggestions for improving her instruction and, in my conferences and discussion with her, Jane has received all feedback very well.

I believe that Jane Doe is an individual who would represent your school and district well and I strongly recommend her for hire. Feel free to contact me with any questions.

Regards,