



December 2, 2013

To Whom It May Concern:

I am writing this letter on behalf of a former student of mine, Danielle Cook. Danielle is applying for a position teaching English Language Arts in secondary or middle school. I taught Danielle during her junior and senior year in Methods of Teaching English Language Arts. She performed these placements at small high schools in southern Ohio.

I know Danielle truly wants to become an educator because she loves the subject matter and because she enjoys working with students. Danielle always responded during our seminar with enthusiastic ideas. During class, Danielle also participated fully, and she often teamed up with other English Language Arts Education majors, classmates she enjoyed working with because they share common topics and interests about reading and teaching. Danielle completed her lesson plans, and her content knowledge is strong. She is knowledgeable about the Common Core standards and willing to take on new in-service projects to better herself or her district. She is interested in new trends in education and has already educated herself about OTES and Student Performance Outcomes. More importantly, her students responded to her while she was in the field. She has high standards, but also understands differentiation enough to scaffold students who need it and to offer interesting, up-to-date approaches to her instructional methods. At times, students might resist her high standards, but Danielle is strong enough to insist that they rise to meet them, and they thank her for that in the end. Teaching is not always easy, and Danielle recognizes that her goal is to create accountable students, and she is good at encouraging parents and students to come on board with her expectations.

I would especially like to point out that Danielle excels in learning new methods and designing learning activities and management of assessments for her students. Her methods of explaining materials are clear and thorough. She does her research, reports on its relevance, and clearly feels very comfortable talking to the entire class. She often modeled this excellence during my visits to her classroom. This strength, I am sure you will agree, is an excellent skill for an English teacher to possess. She also is comfortable implementing Smartboard technology and other 21st century skills into her teaching. I also found her to be very organized and efficient in her presentations and note taking. Of course, it goes without saying that her responsibility for meeting due dates for written work are also excellent. Furthermore, Danielle has an honest and direct manner of dealing with people.

Please consider Danielle for a teaching position at your school. She will not let you down.

Call me if you would like to discuss her candidacy any further.

Sincerely,

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