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Kansas State University
Manhattan, KS 66502

March 5, 2012

To Whom It May Concern:

I strongly recommend John Doe for a teaching position in your district. Mr. Doe is a dedicated, professional, and caring individual who would strive to meet the needs of your students while collaborating with other members of the staff.

As Mr. Doe's university supervisor, I had the opportunity to observe him teaching several times over the previous fall semester. The amount of planning and preparation in the lesson and activities were very evident during the lessons I had observed. Mr. Doe completely took over the classroom teaching about a month into the semester and, using all available resources, integrated various activities into his classes to engage and motivate his sixth and seventh grade students. The lessons he developed were often multi-modal, contained varied forms of assessment, and required all students to use critical thinking skills.

Mr. Doe was also very professional. In addition to both his dress and demeanor being unquestionable, John readily accepted the growing responsibilities that came with teaching on a split-grade team. Mr. Doe had the unique experience of being an intern on a team that had two classes of sixth grade and two classes of seventh grade on the same team. This not only made scheduling difficult, but it added difficulties in planning. In addition to the separate preparations John had to make for those grades, he and his cooperating teacher also implemented an integrated seventh grade honors English for the first time at the school. Although the workload was more than a typical middle school class, Mr. Doe handled the additional responsibility well.

Another important quality Mr. Doe displays is caring. In addition to academics, Mr. Doe focused on the affective domains of her students and made it clear that she respected them as individuals. This is especially important when working with military students like John did because they desperately need another consistent adult in their lives whom they can trust and rely. It was evident by the students' behavior and engagement in class that they enjoyed having him teach at their school and, upon leaving in December, it was clear he had established great respect and rapport with the students and staff at the middle school where she taught.

John Doe is an individual who would represent your school and district well and I highly recommend him for hire. Feel free to contact me with any questions.

Sincerely,

Mr./Mrs. X