

January 22, 2009

To Whom It May Concern:

It is with great pleasure that I recommend to you Tammy Collins for a teaching position in your school system. Mrs. Collins and I have worked together for the past two years at Colonial Trail Elementary School in Henrico County Public Schools. When Mrs. Collins joined our faculty, I recognized in her a strong collaborator and friend. During our two years together, I served as her grade level chairperson and have had the opportunity to observe her from a colleague and leadership point of view.

Mrs. Collins gives great attention to tasks such as maintaining her classroom's and the grade level's websites. She prepares appropriate lesson plans with creativity and integrates technology into the curriculum. She provides for active student involvement each day. Her commitment to her students is evident as she establishes partnerships with the parents of her students. She creates interactive hallway displays that highlight student work and accomplishments. She effectively challenges her students to work hard, cooperate, and to be successful.

Mrs. Collins encourages learning by actively interacting with the students and demonstrates patience, sensitivity, and a sense of humor. She exhibits poise and self-confidence. She accepts constructive criticism, exudes appropriate behavior and disposition, and always attends to her responsibilities in a prompt and dependable manner. Her self-confidence and love for children will continue to take her far in the teaching profession.

I have enjoyed working along side Mrs. Collins and it is with great sadness that our grade level and community will be losing her. I fully recommend her to your school district and I know that her strengths will be well served in your school system.

Sincerely,



Jennifer B. Dunn
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