Dear Principal:

I am pleased to recommend Paula Vaughn for the position of teacher assistant at ABC Elementary School. She has been an assistant at XYZ Elementary School for three years but would like to move to ABC because it is much closer to her home. I have had the pleasure of having Paula assist me in my kindergarten class for the past three years and I will miss her terribly; however I understand her desire to work at a school closer to her home.

Paula is the kind of assistant who sees something that needs to be done and takes care of it without being asked. She helps keep the children focused and on track so that they can keep up with the many requirements in today’s kindergarten classroom. Paula is wonderful with the children and they adore her. She is kind, compassionate and patient with those who are struggling with their class work. She works with them one-on-one to keep them from falling behind.

My bulletin boards, walls and hall displays are works of art thanks to Paula’s talent with construction paper and markers. She enjoys the art work and it is reflected in her creative displays. I have delegated afternoon story time to Paula which allows me time to grade the morning papers and the children could not be happier. Paula is a vibrant, animated storyteller who holds the children’s attention, and as an added bonus, they remember what she read to them.

Paula is also technologically gifted. She has taught the children how to type a document in Word, how to make a PowerPoint presentation including importing pictures and how to use search engines to look up information. It is amazing what 5 and 6 year-olds can do with a little patience and encouragement. Paula is conscientious, flexible, cheerful and never brings problems from home into the classroom.

It is with mixed emotions that I recommend Paula for another teacher assistant position because I know she can never be replaced. Yet in an effort to help her find a position that is not so far from her home, I encourage you to consider her for a place at ABC Elementary School. I promise that you will not be disappointed. Please feel free to contact me if you have any questions at 555-555-5555 or by email at email@email.com.

Sincerely,

Virginia Hunt

Virginia Hunt
Kindergarten Teacher
XYZ Elementary School