### RECOMMENDATION LETTER SAMPLE OF TEACHING JOB

Ms. Lila Sullivan
Principal
Alpine High School
1 Swiss Road
Townson, Anywhere USA

Dear Ms. Sullivan,

It’s my great pleasure to recommend Stacy Nichols for the position of English teacher with Alpine High School. As the principal of Mountain High School, where Stacy has taught for the past five years, I’ve been extremely impressed with Stacy’s skills as an educator, commitment to her students, and creativity in the classroom. I have no doubt she will bring the same enthusiasm, rigor, and dedication to her new role in your school.

Along with her enthusiasm, positive energy, and attentiveness to students’ needs, Stacy brings a special talent to curriculum design. She led a committee last year to revamp the 11th and 12th grade curriculum, adding new books that better fulfilled our mission of inclusivity and diversity. She also helped revise our senior thesis project to bring in multimedia and make it more relevant to current events.

As a Google-certified educator, Stacy leads the way when it comes to bringing technology into the classroom. She’s also taken the time to train other teachers on how to incorporate technology as an effective vehicle for learning. This year, for instance, she led three trainings for the English department on how to incorporate the Google suite of tools into classroom lessons.

Finally, Stacy is special for her ability to connect with students and be sensitive to their needs. At the end of last year, I had several parents contact me directly about what a positive impact Stacy and her class had on their sons and daughters. This positive impact was obvious by the surprise party her students threw her on the last day of the semester!

While the team and I would love to keep Stacy here forever, we have to bid her farewell when she moves across the country next month. Although we’ll miss having her as part of the team, we’re 100% confident she’ll make an incredible addition to your English department at Alpine High School.

Please don’t hesitate to contact me for any more information at 617-716-7566 or by email at rachel.smith@mhs.edu.

Sincerely yours,

Rachel Smith
Principal
Mountain High School