March 10, 2010

To Whom It May Concern:

 I wish to recommend Miss Melanie Dillon to you as a candidate for a teaching position in your district. I believe she would make an excellent teacher. Miss Dillon has demonstrated the skills I believe make a superior teacher. I have first-hand knowledge of her skills as she often substituted for my co-teaching partner this year.

 First, Miss Dillon is very willing to work. She has always been available to fill in as needed. She is punctual and flexible. As a guest teacher in our classroom, she has a nice rapport with the students and is willing to assist children with all of their needs. Secondly, Miss Dillon has proven to have excellent classroom management, earning the respect of the students. Thirdly, she is looked upon favorably and earned a position as an elementary reading tutor in January of this year. Although I certainly miss her as a guest teacher, I understand why the Nordonia Hills administration chose her to work with our children most in need on a daily basis.

 These qualities are not the sum total of Miss Dillon as a professional. I believe your school and the community as a whole would benefit from having her as an educator. Please take the time to interview Melanie. You will not be disappointed.

Professionally,

Mrs. Dana Matthews

2nd Grade Teacher

Ledgeview Elementary School

Nordonia Hills Educators Association President

330-348-3302