April 24, 2012

2101-182nd Street

Lansing, IL 60438

To Whom It May Concern:

This letter is to recommend Miss Kelly O’Connor for a teaching position in your district. I have worked with Kelly during the past school year as her supervisor while she worked as an instructional aide in our building. Kelly has worked with students from Kindergarten through fifth grade in a small group instructional setting. She has also worked inside of the classroom alongside a classroom teacher assisting with instructional practices.

Through her work as an instructional aide, Kelly has been part of our push-in/pull-out interventions at Oak Glen. She has worked with small groups inside of the classroom to practice reading and math. Kelly used pull-out interventions with students that needed help in making gains and progress along with their classmates. Kelly has been successful in these interventions as evidenced by the data that we collect to monitor student progress.

Kelly is also a consummate professional. She worked well among the third grade and Kindergarten teachers who took her in as one of their own. Kelly works under the direction of the social worker as a staff member who assists in our Check-In/Check-Out behavior intervention system. Through her work in our school building, Kelly shows that she is willing and able to assist all students with a variety of needs.

Kelly has great potential. She has set high goals for herself. I am fully confident that Kelly will achieve those goals and be successful in anything she undertakes. I give Kelly my highest recommendation for employment as a teacher in your district. Thank you for your time and consideration.

Sincerely,

Eric S. Melnyczenko

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Assistant Principal

Oak Glen Elementary School

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