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To Whom It May Concern,

This letter is in reference to Jennifer Hoffman, a candidate for a position with your organization. Jennifer is an exemplary online instructor, a phenomenal asset to our organization, and a positive role model for her colleagues. In my position, I have the opportunity to recruit, hire, and evaluate the performance of hundreds of teachers from across the State of Michigan and without hesitation, Jennifer Hoffman rises to the top as a commendable educator.

Jennifer Hoffman's performance is further validated from our World Language Department Chair who offers this testimonial, "*Jennifer, you grade student work very quickly and your comments are always pertinent and constructive. I enjoy looking at your engaging courses. You are really a great asset to our department.*" – Judy Nixon. In addition, Jennifer is a true professional, self-starter, and spends countless hours to ensure her Spanish online students are successful. Her students achieve as a result of her positive motivation and perseverance in keeping them focused and on track. She is an excellent communicator as well having to continually provide status updates to local school mentors regarding their students' progress in Jennifer's courses.

I have witnessed Jennifer's performance in teaching students with a diverse range of skills among a variety of different vendor courses. She's a quick learner, adapts to change, and is a team player. She takes the initiative to personalize the course to meet student needs and tailors the learning experience to challenge her learners.

It is with high regard that I advocate and highly recommend Jennifer Hoffman as an individual that would be a valuable contributor to your team.

Sincerely,

Londa Horton
Instructional Manager

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