

March 7, 2012

To Whom It May Concern:

This letter is to recommend Jennifer Hoffman for a position in Instructional Technology. Jennifer has a variety of classroom and outside experience integrating technology effectively into instruction. Jennifer collaborates and shows creativity on a daily basis. She works consistently to engage her students by using every available technology. She seamlessly integrates technology to achieve academic gains for students. She makes a consistent effort to inform others and share her ideas and successes.

Jennifer consistently seeks, applies, and integrates technology in her instruction. She leads the way when it comes to seeking out the best technology to promote student achievement. She is proficient at instructing students and teachers. She diligently works at any given challenge. She is proficient in many applications such as Moodle, SMART Notebook, response, Glogster, blogs, wiki's, Google Apps and many more.

Jennifer excels not only in instruction but, in integrating the best technology tool for the particular project. Additionally, Jennifer works well with students individually and in groups, helping them investigate and use the most appropriate tools. She shows a genuine interest in learning and instruction. She has outstanding organizational skills and would be an asset to any school. She collaborates well with others and shares her work and ideas freely.

Jennifer would be an excellent addition to any instructional technology program. Jennifer is a pleasure to work with and leads with enthusiasm. Please feel free to contact me at 616-997-3586.

Sincerely,

Margaret Baker  
Director of Media Services, Instructional Technology,  
Curriculum and Planning  
Coopersville Area Public Schools