To Whom It May Concern,

It is my absolute pleasure to recommend Michael Fitzgerald as a teacher.

As the Head Teacher at Better English’s Liangxiang campus I was responsible for the management of the foreign and Chinese teachers at our campus. My responsibilities included assigning duties to my staff of foreign and Chinese teachers at our campus as well as acting as a line of communication between the foreign staff, the Chinese staff, and the upper management of the organization.

I was Michael’s supervisor at Better English for a year and a half, during that time he continually impressed me with his passion and dedication to teaching. Considering that he had limited teaching experience before arriving in China, I was especially impressed with how much he improved as a teacher. Michael grew to demonstrate all of the qualities that I look for in an ESL teacher to an excellent degree. He has patience while dealing with his students, maintains attention to detail pertaining to student needs, and he completes all of his work in a timely manner before deadlines. Michael has been a great asset to my team of English language instructors, which is why management were very happy to offer him a renewal on his contract.

Michael was responsible for teaching around 100 students mainly between the ages of 4 and 13, with a few outliers in their late teens and early or late twenties. These students were divided by language ability into classes of 1-12 students. He planned and taught 3-10 lessons per day for these students, ensuring that they were comprehensive in their teaching of the assigned material, while ensuring that the classes were entertaining enough for the students to enjoy. He prepared for his classes diligently by making flashcards of various sizes for different games. Even took it upon himself to go to nearby stores to purchase things that he’d use in his games, such as a fly swatter for a listening game where the students would have to hit the word that he said, then make a sentence with it in order to get points. He was always a source of inspiration for his co-workers.

Michael was also a very creative teacher, creating lessons involving plenty of gesturing, acting and learning games, in fact, he was known for making everything in his lessons a game in order to engage his students. I particularly liked the game he called “category”, where the students would have to listen intently to what Michael said, then raise their hand when they heard a word that fit into the category to have a chance to answer a question, which would in turn, grant them points should they be correct. I encouraged the other teachers to adopt this game into their lessons as it seemed to be an excellent way to motivate the students in class, but also allow the teacher to be in control.

Michael was an exceptionally driven teacher as well. He took initiative when providing feedback to his students and their parents. He administered midterm exams and final exams on his own, providing meticulous notes on each student’s responses, noting points of failure and points of success so that the customer service team members could explain them to the parents. This was just one of the many reasons he became the most-desired teacher by the parents. Due to this, there were at least two instances that I was aware of where Michael took over a class from another teacher due to the reputation he had made amongst the parents and students.

Michael often went above and beyond. I consider maintaining good relationships with colleagues, especially between different cultures, to be vital to being a good ESL teacher and I believe that Michael has achieved this goal. He was frequently tasked with performing translation or interpretation services for his co-workers and students alike and he was always willing to help his co-workers that didn’t speak Mandarin. He worked hard to gain the trust of his Chinese co-teachers, the sales team, and his fellow foreign teachers. They mutually trust and support each other in regards to work and making sure the students were well looked after in class.

It is a great honor to recommend Michael as a teacher. Because of Michael’s extensive experience in China, having a love of learning himself, his teaching skills, and his cooperative skills, I firmly believe that Michael is an excellent candidate for a teaching position at your company.

Sincerely,

Shan (Serena) Liu

Head Teacher and Teaching Supervisor at Better English, the Liangxiang Campus

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