To whom it may concern,

It is with great pleasure that I recommend Michael Fitzgerald for a teaching position within your company.

Michael Fitzgerald worked for Avalon English at the Sunae campus as an English as a Second Language (ESL) teacher for 4 years and 2 months. During this time, he worked diligently on class preparation, student management and various classroom projects.

Michael works with accuracy and precision, fulfilling his responsibilities such as class preparation efficiently. Thus, he often helped the staff by taking on extra tasks, such as organizing desks and sorting files after completing his own assignments.

Preparations for class materials, syllabi, evaluations and seasonal curriculum were delegated equally between all staff members. Michael always created the curriculum and class materials efficiently and accurately. Further, Michael’s lectures prioritized his students’ comprehension of the lesson materials, thus helping his students achieve higher marks. For example, Michael encouraged his students to prepare Powerpoint (ppt) presentations independently, and guided them to describe, analyze and discuss class readings concisely. As such, his Test of English as a Foreign Language (TOEFL) students always showed improvements in speaking and writing. Such improvements were mirrored in the students’ quarterly TOEFL practice examination results. During class competitions, Michael guided his students to create PPT presentations and memorize the class script independently. Thus, Michael’s classes often won first place in such competitions.

Michael sincerely loved his students and enjoyed conversing and playing with them during passing periods, class preparation time and breaks. He was always invested in his students and was aware of the students’ personalities, characteristics and academic scores. He would happily discuss student progress, future expectations, and current levels with parents as he greeted them when they came in. As such, he was a teacher who was not only liked by his students, but by their parents as well.

Michael incorporated activities into his lessons to encourage his students to have fun while participating. His students enjoyed his classes and parents were happy that their children were improving in English. Thus, parents often requested that Michael be chosen as their children’s homeroom teacher in the following quarter.

Michael loves his students and is interested in students’ ESL education. Thus, I believe that Michael possesses both the skills and characteristics that qualify him to be a great teacher.

As the best ESL teacher at the Sunae campus, Michael went above and beyond in his work. He taught with passion and he loved and sincerely cared for his students. I am certain that Michael will be the best teacher wherever he goes in the future.

For all of the aforementioned reasons and more, I am honored to recommend Michael for this position. Please do not hesitate to contact me for further information or questions.

Sincerely,

Young Ji (Elly) Kim

Director, Avalon English – Sunae Campus

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