

May 31, 2008

To Whom It May Concern:

I highly recommend Ms. Briana Allen for a position at your school. I have had the pleasure of working with Briana for the past three years. She is a highly professional, hard working, pleasant individual who goes above and beyond expectations to create an exceptional classroom environment. Briana shows great drive in her role as a junior high computer teacher. Her optimistic attitude has a positive influence on students and staff. Briana has the ability to motivate students and plan lessons to reach all ability levels. She has prepared instruction for students with varying abilities ranging from IEP to gifted. She also shows great skill in the area of classroom management.

Briana is an energetic teacher who uses innovative teaching strategies and consistently goes the extra mile for her students. She has worked diligently to integrate technology into the curriculum and has challenged her students with interesting, creative projects that enable them to acquire the computer skills and knowledge needed for success in school and beyond. Furthermore, Briana communicates well with the parents, always keeping them up-to-date on their children's progress and activities.

Briana has always been willing to set aside time to work with the teachers to plan lessons that coordinate with the classroom curriculum. For example, she recently worked with me on a project to integrate our Social Studies unit on the Revolutionary War with technology. The students were taught to use Windows Movie Maker to create presentations explaining various topics relating to the unit. Briana planned, implemented, and carried out the project from start to finish, guiding both the students and teachers. Without her involvement, the project would not have happened, and the students would not have experienced this outstanding learning opportunity. It was a great success.

Briana has excellent communication skills and is adept at working with a variety of people. In addition to her role as a junior high teacher, Briana has shared her skills with our staff. Briana has organized several formal and informal training classes for the teachers at our school on her own time. Briana makes time for her peers and is always willing to answer technology related questions. She is quite skilled at explaining complicated tasks in a way that all can understand. Students and staff who learn from Briana have the advantage of her positive, respectful attitude that is very conducive to learning.

Briana Allen would be an excellent addition to your staff. I can say without reservation that she is a very fine educator with a lot to offer. She is a gifted teacher and would bring many talents to any environment in which she works.

Sincerely,

Mary Mostyn
6th Grade Teacher, James Giles School