

July 13, 2022

Re: Recommendation for Jenna Smith

To Whom It May Concern:

I am pleased to write a letter of recommendation for Jenna Smith. I have known Jenna for the past year when she worked as my tutor at the English Transition Center. As her supervising director, I have had an opportunity to observe her participation and interaction with my students as well as evaluate her knowledge of the subject matter. She is an outstanding student-worker in all respects. Jenna has proven that through hard work, follow through, and team work, she can accomplish tasks in a courteous and timely manner. I was also impressed with her enthusiasm, communication skills, and professional demeanor.

Of particular value to me is Jenna's team player-mind set and commitment to exceeding expectations. Jenna has been able to establish a good rapport with her students and colleagues. She has consistently received high scores on her reviews both by her students and her supervising manager. Another very valuable characteristic is Jenna's ability to be a self-starter. If I was too busy to explain or "give" her work, she always found ways to be helpful or figure out what I needed done. Because of this quality I found Jenna to be extremely trustworthy. I commend Jenna on her outstanding level of expertise, professionalism, and helpfulness.

I also valued Jenna's enthusiasm and fun ideas for teaching. She was excellent when working with our international students. She was able to elicit conversation from the students, explain difficult idiomatic expressions, and correct errors in ways that would benefit the students. Most importantly she was aware of possible cultural differences and was careful to not be offensive or ethno-centric. Jenna has a solid foundation in second language acquisition. I have also noticed that she has a real "heart" for others. Her international students seem to have an instant rapport with her. She is able to make others feel comfortable and cared for.

I commend Jenna on her outstanding level of expertise, professionalism, and helpfulness. Jenna is a hardworking young woman. She has my highest recommendation, and I am happy to furnish more details if you would like additional information.

Sincerely,



Kristina Otinel, Director of English Transition