April 12, 2011

To whom it may concern,

It gives me great pleasure to write this letter on behalf of Ms. Tonya Walls. I first met Ms. Walls as a co-worker at West Prepratory Academy, a college-prep middle school here in Southern Nevada. I appreciate my professional relationship with Ms. Walls and am happy to have had the opportunity to work with her over the past four years. More than anything, I have come to appreciate her open willingness to share and embrace new ideas, as well as her willingness to give her very best effort, no matter the task at hand.

More recently, I have enjoyed working side-by-side with Ms. Walls in my capacity as an instructor in the English Language Arts Department Chair, Ms. Walls was the department chair. This relationship enabled me to observe and be mentored by Ms. Walls' activity and instruction on campus. In this capacity, I have been consistently impressed by her attitude towards her work and her performance on the job. She posseses excellent interpersonal and communication skills which have allowed her to develop engaging lessons for her students. Likewise, Ms. Walls is always willing to offer her assistance, effectively schedules and manages her time, maintains an excellent rapport with various campus stakeholders and offers an interdisciplinary approach to both instruction in the classroom as well as with her interactions with others, including parents, families, teaching peers, and administrators.

Overall, Ms. Walls does an excellent job in her capacity as lead teacher and Department Chair and is definately an asset to our campus. Not only is she a capable educator, she also posseses excellent written and verbal skills, is extremely organized, can work independently, as well as interdependently, and is able to follow through to ensure that the job gets done.

Undoubtedly, Ms. Walls would be an asset to any employer. I am confident that she is someone that will add to your team and I fully recommend her for a position with your organization.

Yours truly,