

April 27, 2018.

Dear Hiring Committee,

It is with great pleasure that I recommend Ms. Madeline Matthews for a teaching position in your school. Having acquired nearly four decades of experience as a classroom teacher, over three decades as a university adjunct professor, and one year in my current position as Academic Advisor in the Saint Mary's University Master of Arts in Teaching Program, I have the capability to evaluate the requisite skills, aptitudes and demeanor of a high quality teacher.

I have worked closely with Madeline over the past year in her capacity as program coordinator for Saint Mary's Master of Arts in Teaching Program. Madeline possesses immense professional talents. She has demonstrated a tireless work ethic, she always meets departmental deadlines, and she consistently provides creative solutions to programmatic challenges she confronts as program coordinator. She exhibits patience, perseverance, and an amiable personality in carrying out her professional responsibilities. Madeline is intensely dedicated to her work, and is committed to ethical practices and fairness in her interactions with co-workers and students in our program. As a positive team player, she relishes collaboration in the workplace. I have found her to be an invaluable member of the Master in Arts in Teaching Program.

Over the past year, I have had many conversations with Madeline about the teaching profession. Not long ago, Madeline informed me that she had decided to pursue a teaching position in her area of licensure. As I noted above, Madeline possesses many character traits of effective and high performing teachers. She possesses effective interpersonal communication skills. She is extremely organized and self-directed. She has a strong identification with social justice issues. She treats all her colleagues with the utmost respect and kindness. She possesses a calm demeanor and handles pressure extremely well. All these hard and soft skills will enable Madeline to run an efficient and effective classroom.

Since graduating from Drake University's School of Education, Madeline has exhibited a commitment to building community and advocating for marginalized groups through her work with Americorps. She has acquired an interesting and diverse set of skills working in low-income communities. She also has acquired extensive experience working with children as a math tutor and program coordinator in youth leadership programs with Americorps. Madeline's professional experiences have equipped her with immense leadership capabilities. She is decisive, diligent, and thoughtful when making decisions. Teachers make dozens of decisions in each class they teach. I can assure you that Madeline will make sound, reasoned, and fair decisions in all her interactions with students.

I am certain Madeline will prove to be an excellent math or language arts teacher. She possesses the desire, interpersonal communication skills, and work ethic that

will make her an outstanding educator. I can assure you she will prove to be a tremendous asset to your school. Should you have any questions about Madeline's professional qualifications, please contact me at [scotttj@smumn.edu](mailto:scotttj@smumn.edu) or 612-728-5176. Thank you for your time and consideration.

Respectfully,

A handwritten signature in black ink that reads "Thomas J. Scott, Ph.D." The signature is written in a cursive style with a large, prominent 'T' and 'S'.

Thomas J. Scott, Ph.D

Academic Advisor, Master of Arts in Teaching  
Adjunct Associate Professor, Education  
Saint Mary's University Twin Cities.