

Short Teaching Job Recommendation



MU

MYTHIC  
UNIVERSITY

123 Ivy Road, Mythic CA 99999 555-123-4567

December xx, 20xx

Educational Resources Group  
416 Howard Building  
26 West 17th Street  
New York, NY 10011

RE: JOHN LERNER'S APPLICATION TO THE EDUCATIONAL RESOURCES GROUP

This letter offers my complete support of John Lerner as he applies for a teaching position. I've known John for two years now, since he completed my course in Advanced Fiction Writing at Mythic University. In this course, John wrote three pieces of short fiction for me, and I recall that in one of them in particular his revisions after a group discussion of his work were substantial and well-focused. I also recall that John was one of those few I could turn to when I needed to spark discussion; he was never lethargic, uninterested, or unprepared, but always willingly thoughtful and articulate. He provided me with a touchstone for what was best in the class.

Since John took the class he has kept in touch with me, in particular by seeking my advice on a literary paper he was writing last year and by attending a fiction reading that I gave recently. Based on these interactions, over the last two years I have come to see John as a bright, personable, energetic, and mature person with a concrete, ongoing, well-rooted interest in teaching. As I glance over his credentials that he gave me when he asked me to write him a letter of reference, I am struck by just how much he has already done in various positions—whether volunteer or paid—and what this reflects about his work ethic. His work in Outward Bound programs, athletics, and in six different part-time work positions just in the past two years while he was a full-time student, shows John's unfailing commitment to achieving his goals while developing himself as a person. And I see this same ideal—one that he wants to pass on to his future students—even in the careful wording of his career objective on his resume, where he speaks of helping students achieve their “academic, athletic, and social potential.”

In short, it is clear to me that John Lerner is and will continue to be devoted to becoming the best kind of educator. His college background and work ethic remind me very much of my own, and I respect what he has done and will do as a teacher. Thus, I recommend him highly.

Sincerely yours,

*Janet Teacher*

Janet Teacher

Assistant Professor of English and Comparative Literature