Subject: Request for a Reference Letter for Computer Science Instructor Position

Dear Prof. Chinneck,

I hope this message finds you well. I am writing to request your support in my application for the position of Instructor I/II [Link below] in the Computer Science Department at Carleton University. The application deadline is approaching soon, on April 1, 2024.

The position requires strong teaching skills and a background in teaching core computer science. As you know, I have a strong interest in teaching and a strong computer engineering foundation. Given that I was your TA for three years, I believe your endorsement would significantly strengthen my application.

In your letter, it would be beneficial if you could emphasize the following:

1. My excellence in teaching and ability to deliver tutorials for large classes (+100 students) in each academic year, as I have demonstrated in the optimization course.
2. My teaching skills and classroom management as well as the positive feedback you received form the students about the tutorial sessions.
3. My commitment to tutorials preparation and development. For example, my initiatives to add specific problems and illustrating graphs to the tutorials to facilitate the subject explanation for the students.
4. My passion toward teaching and eagerness to learn form you experience by asking questions. For example, asking about to ask large classes to be quite and grab their attention.

I understand that writing a reference letter requires a significant amount of your time and I truly appreciate your support. Please send your letter directly to [teachingstream24@scs.carleton.ca](mailto:teachingstream24@scs.carleton.ca) by April 1, 2024. Please keep a copy of the letter as I might request it again for other Universities in the future.

Thank you very much for considering my request. As you may need any additional information, I attached my CV, Cover Letter, and teaching statement to this email. I appreciate your feedback on my whole academic portfolio as well.

[\*\*] Computer Science Instructor I/II: <https://carleton.ca/deputyprovost/2024/instructor-i-ii-computer-science/?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed>

Best regards,

Faraj Lagum