

Dear [name of HR],

It is my pleasure to strongly recommend Newman Law for the position of [position] with [company].

My name is Hojung An, Web Production and Training Specialist at Web Services team for Toronto District School Board. For the past 3 years I have mentored numerous Co-op students, and Newman is the one whom I enjoyed working with most.

During his time with the team, Newman demonstrated that he could learn something new and become proficient in a brief time. He joined the team with little to no knowledge in .Net programming and Web Accessibility. In the span of 2 months, he was able to complete two development projects, remediate over 2000 pages to be compliant in accordance with WCAG 2.0.

My most memorable moment of Newman is when he was assigned to develop a new module for the client, which is being used on Toronto District School Board's website. The module required lot of features and functionalities, so 3 Co-op students were assigned to work as a group. Once I had gone over the technical setup with the team and asked who will be leading the project, Newman stepped up without hesitation. As he worked on this project, I could see him growing rapidly as a developer and as a leader. He was resourceful to solve issues, approached each issue from various angles, and provided outstanding support to his peers. His communication skills allowed smooth progress and made any last-minute change of direction quick and easy. With Newman's leadership the module was completed earlier than expected, which allowed more time for rigorous testing before the deployment.

It was not just his skills and work ethics that made the time with him enjoyable. Newman's amazingly positive and can-do attitude was valued not just by me, but by his peers and rest of the team, as Newman also provided support to clients for website related requests.

If you need more information or specific examples, please do not hesitate to contact me at 647-686-2826, or by email at hojung.an@tdsb.on.ca. As reference letters can only provide a snapshot of his talents and achievements, I would be happy to further elaborate on my time working with him.

Sincerely,

Hojung An
Web Production and Training Specialist
Toronto District School Board