

June 1st, 2018

To whom it may concern:

I am writing to recommend Alex Cabrales for a position in technical help. Mr. Cabrales worked as an embedded tutor in my Spring 2018 5-unit English 151 RW course, which combines instruction in both reading and writing at Ohlone College. He attended all sessions of the course, worked with students during class sessions as they prepared group work, and he tutored students during regular office hours and by appointment and via e-mail throughout the semester.

Based on my observations of Mr. Cabrales during class time and during his office hours, I can say that he has excellent rapport with students and was very knowledgeable in the help he provided to them in the areas of reading comprehension, writing, and using Canvas (our course software program.) He constantly used his own initiative to communicate with students, reminding them about assignments, providing useful online links to resources, and setting up office hour appointments. Mr. Cabrales continuously went beyond the basic job requirements to provide excellent help to students. He made a point of reading all materials assigned to the class and asked questions when necessary to clarify assignments he would be helping students with.

Mr. Cabrales was always well-organized and exceptionally courteous and patient with students in the class, who came from diverse backgrounds and had a wide range of skill levels in English. He was a great asset to have in the classroom and outside the classroom, helping students during office hours. I am confident he will perform any technical help job duties with enthusiasm and a high level of skill. Please contact me if you have any questions.

Sincerely,

Sharon Radcliff
English Faculty

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