December 13, 2011

To Whom it May Concern:

It is with great pleasure that I write this letter of recommendation in support of Mr. Jose Perez for a position with your organization.

Jose is currently employed as an adjunct instructor in the Humanities Division teaching Spanish, in the Math/Science Technology Division teaching computer programming courses, and in Workforce Development teaching basic computer courses.

I have found Jose to be a very responsible instructor and inquisitive learner. He's never satisfied to only have an answer; he needs to understand the answer. Jose is constantly evaluating himself in the learning environment. Jose is always willing to do whatever needs to get done and isn't afraid to roll up his sleeves and delve into projects with little preparation. When a colleague walked off the job, Jose volunteered to take her two Spanish courses and has contributed many of hours trying to make sense of the grading system so that students were treated fairly.

As I'm sure you are aware, students who are unsuccessful in college typically need a caring individual to help identify their weaknesses (and strengths) to create a plan that will provide support and guidance. Jose's personality and professionalism are great assets for your program. He has a sincere desire to help people and is constantly assessing his comfort and ability to serve those he is working with. Jose is pleasant to work with and cares about doing a good job. He works well with others and takes responsibility for assignments made specifically to him.

I highly recommend Jose for your position. If I can provide additional support, please call me at (716) 614-6291 or email me at oberjosh@niagaracc.suny.edu.

Sincerely,

Dr. Cindy L. Oberjosh
Coordinator, Workforce Development
Chairperson, Humanities Division