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April 10, 2013

To whom it may concern,

It is a privilege for me to recommend Ms. Amanda Fawcett for employment. Guadalupe School's Adult Education Program teaches English to low-income immigrant adults who need to learn basic survival language skills. I have known Ms. Fawcett since August of 2012, when she joined our staff as an English as a Second Language (ESL) Specialist. In this capacity, she supervises the education of approximately 24 adult immigrant language learners at a time: creating individualized curricula and lesson plans; and utilizing volunteer ESL tutors to work with those students in small groups. I have supervised her work during this time.

Although Ms. Fawcett has been with our team for less than a year, I have a very favorable early impression of her compassion for and patience with her students, most of whom are just beginning to learn English and have not had ample opportunity for education in their countries of origin.

As she settles into her employment with our program, she is demonstrating excellent work ethic, along with creativity and skill in teaching and management. I would recommend her highly for employment. If you have any questions about her work with our school, please call me at (801) 531-6100 (ext. 1107).

Sincerely,


Kate Diggins
Director of Adult Education