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December 22, 2016

To Whom It May Concern:

It is with great pleasure that I write a letter of recommendation for Ms. Katherine Welch. I have had the pleasure of working with her for the past year and a half, during which I have found her to be a highly professional individual who is deeply dedicated to her profession. I am confident that she will be a valuable asset and a positive addition to any institution.

Ms. Welch is a skilled educator who is sensitive to individual learner styles and strives to adapt her teaching practices to best support each student's needs. She keeps abreast of current best practices and expertly implements effective strategies, such as interactive notebooks, with successful results.

She is highly reliable and is a great role model to her colleagues. She is generous in sharing her knowledge and resources with others and encourages others in their professional growth as much as she does for herself. I have never seen her turn away from challenges; she seems to always face them with confidence and determination. Ms. Welch has steadily progressed professionally, revealing her passion and enthusiasm for teaching and learning in the process. I have no difficulty in picturing her in leadership position sometime in her future.

She has not only been a source of support for her colleagues, but also to the administration – she never hesitates to volunteer, for example, as a member of a committee or to go beyond her assigned course load to act as an advisor and provide support for a student who is taking an online course. She has consistently displayed a high work ethic. Furthermore, she has excellent organizational skills and has consistently completed tasks assigned by the leadership on time.

Ms. Welch is a greatly valued contributing member of our faculty, and although I would be sorry to see her leave, I am delighted to support her decision to pursue a position at your institution to further her professional growth. She will undoubtedly continue to progress and excel as an educator. I, therefore, offer my recommendation of Ms. Katherine Welch without reservation. If you have any questions or require further information, please contact me via email (joanneo@igis.kr) or by phone (+822-544-6818).

Sincerely,

Joanne Oh
Head of School
Gangnam International School