

I'm not a robot





## Teacher letter of recommendation example

A letter of recommendation for a teacher is written to showcase a teacher's qualifications, skills, and achievements. It helps potential employers, such as schools and educational institutions, evaluate the candidate's suitability for a teaching position. Often, they play a significant role in the hiring process, because they not only provide an insight into the teacher's expertise but also their personality and teaching philosophy. Related: Best Teacher Cover Letter (Examples and Templates) When writing a letter of recommendation for a teacher, there are specific components you should include to make it comprehensive and useful: Introduction: Start by identifying yourself and your relationship to the teacher. Provide context on how long you have known them and in which capacity. Teaching Skills: Describe the teacher's prowess in their subject area and instructional methods. Mention their ability to create engaging lesson plans, adapt to students' needs, and assess learning outcomes effectively. Classroom Management: Highlight the teacher's capacity to maintain a well-organized and disciplined classroom environment while promoting a positive learning atmosphere. Interpersonal Skills: Discuss the teacher's rapport with students, colleagues, and parents. Detail their ability to work collaboratively in a team, as well as their communication and listening skills. Achievements and Contributions: Provide specific examples of the teacher's accomplishments, such as high test scores, successful school events, or innovative teaching initiatives they have spearheaded. Personal Traits: Describe the teacher's character and work ethic. Talk about their dedication, motivation, professionalism, and ability to handle pressure. Closing Statement: Reiterate your endorsement, expressing confidence in the teacher's capabilities, and offer your contact information for further queries. 1. Set the Tone Start by addressing your letter to the appropriate person or committee. Use a formal salutation, such as "Dear Hiring Committee" or "To Whom It May Concern." In the opening paragraph, mention your relationship with the teacher, including the length of time you have known them and in what capacity. This helps establish your credibility as a reference. 2. Discuss Qualifications and Provide Specific Examples Next, talk about their education, certifications, and teaching experience. Mention any awards or special recognitions they have received. Highlight their strengths as an educator, such as strong communication skills, dedication to student success, or passion for innovative teaching techniques. Use descriptive language to paint a clear picture of what sets this teacher apart from others. Support your assertions by providing specific examples of the teacher's accomplishments and successes. Describe instances where they went above and beyond in their role or made a meaningful impact on a student's life. This may include their ability to create engaging lesson plans, adapt to different learning styles, or foster a positive classroom environment. Incorporate details that showcase the teacher's unique approach to education and their commitment to their students. 3. Closing Statement In the last paragraph, you can reiterate your wholehearted recommendation of the teacher for the position they are seeking. Offer your contact information, including phone number and email address, in case the recipient has any questions or would like further information. Finish your letter with a respectful and professional closing, such as "Sincerely" or "Best regards," followed by your signature and printed name. Introduction Examples: I am writing to recommend [teacher's name] for [position]. My name is [Your name], and I have had the pleasure of knowing [Teacher's name] for [number of years] in my capacity as [Relationship]. As a former student of [Teacher's name], I am honored to write this letter of recommendation. I am writing this letter on behalf of [Teacher's name], who I have worked with for [number of years] as a colleague. It is my pleasure to recommend [Teacher's name], whom I have known for [number of years] as a friend and fellow educator. I have had the privilege of knowing [Teacher's name] for [number of years] in my capacity as [relationship], and I am confident in their abilities as an educator. It is my pleasure to write this letter of recommendation for [teacher's name]. Qualifications and Specific Examples Examples: They have [number of years] of experience teaching [subject/grade level]. [Teacher's name] has received numerous awards and recognitions for their work in education. Their strengths as an educator include [list of strengths], which make them an exceptional candidate for [position]. I have witnessed firsthand [teacher's name]'s ability to [specific example]. [Teacher's name] has a talent for [specific skill], as demonstrated by [specific example]. They have created a classroom environment that is [specific adjective], which has led to [specific result]. [Teacher's name] has made a significant impact on [specific student's name] by [specific action]. [Teacher's name] has a unique talent for creating lesson plans that are both engaging and effective in promoting student learning. They are skilled at adapting their instructional methods to meet the diverse needs of their students, ensuring that everyone in the classroom is able to thrive. [Teacher's name] has a keen eye for assessing learning outcomes, using data to inform their teaching practices and improve student achievement. [Teacher's name] is highly skilled at maintaining a well-organized classroom environment that is conducive to learning. They are able to effectively manage student behavior, promoting a positive and respectful atmosphere in the classroom. [Teacher's name] has a talent for creating a sense of community among their students, fostering a supportive learning environment that encourages collaboration and mutual respect. [Teacher's name] has a natural rapport with their students, earning their trust and respect through their kindness and dedication. [Teacher's name] is an excellent communicator, able to listen carefully to the needs of their students, colleagues, and parents, and respond with empathy and understanding. [Teacher's name] has consistently achieved high test scores among their students, demonstrating their effectiveness as an educator. They have spearheaded several successful school events, such as [specific event], which have brought the school community together and promoted school spirit. [Teacher's name] has been recognized for their innovative teaching initiatives, such as [specific initiative], which have had a positive impact on student learning. [Teacher's name] is highly dedicated to their students and their profession, going above and beyond to ensure their success. Closing Statement Examples: I highly recommend [teacher's name] for [position]. I wholeheartedly recommend [teacher's name] for the position they are seeking and am confident they would be an asset to your organization. I am honored to recommend [teacher's name] for this position and am certain they will excel in this role. Thank you for considering [teacher's name] for this position. I am confident that they will exceed your expectations and make a positive impact on your organization. I hope you will give [teacher's name] serious consideration for this position. They are an exceptional educator with a passion for teaching and a dedication to their students. Please do not hesitate to contact me if you require any further information. Dear [Recipient's Name], I am writing to highly recommend [Teacher's Name] for the position of [Job Title] at [School or Institution]. [Teacher's Name] has been a [Subject/Grade Level] teacher at [Current School] for [Number of Years]. During this time, I have had the pleasure of witnessing their dedication, enthusiasm, and expertise in teaching. [Teacher's Name] has demonstrated exceptional skills in lesson planning, classroom management, and student engagement. They consistently receive positive feedback from both students and parents. Furthermore, [Teacher's Name] has shown a commitment to professional development and works effectively with colleagues. I am confident that [Teacher's Name] will be an incredible asset to your institution and will greatly contribute to the success of your students. Please do not hesitate to contact me if you require any further information. Sincerely, [Your Name] Dear [Recipient's Name], I am pleased to offer my strong endorsement for [Teacher's Name] as a candidate for the [Job Title] position at [School or Institution]. As [Your Title], I have had the opportunity to observe [Teacher's Name] in various professional settings since they became a part of the [Subject/Grade Level] team at [Current School] in [Year]. [Teacher's Name] has consistently demonstrated a high level of proficiency in instructional design and delivery, employing a variety of strategies to engage students and foster a growth mindset. They have also exhibited strong collaboration skills, actively participating in curriculum review and school-wide initiatives. What truly sets [Teacher's Name] apart, though, is their passion for teaching and unwavering commitment to helping each student reach their full potential. I am certain that the dedication and skill set that [Teacher's Name] brings will make a significant impact on the academic achievement of your students. If there is any additional information I can provide, please do not hesitate to reach out. Best regards, [Your Name] Dear [Recipient's Name], I hope this letter finds you well. I am writing to express my wholehearted recommendation for [Teacher's Name] as they seek the [Job Title] position at [School or Institution]. I have had the privilege of knowing [Teacher's Name] personally for many years, and I can confidently attest to their outstanding qualities as an educator. [Teacher's Name] brings a unique combination of warmth, creativity, and patience to their teaching. They genuinely care about the well-being and success of each of their students, and they foster an environment of trust and mutual respect in their classroom. Their lesson plans are both engaging and thoughtfully tailored to the diverse needs of their students. In conclusion, I believe that [Teacher's Name] would be an exceptional addition to your faculty, inspiring a love of learning and making a lasting impact on the lives of your students. I am confident that you will find their passion and expertise invaluable. Please feel free to contact me for any additional information. Warm regards, [Your Name] Dear [Recipient's Name], I am writing to recommend [Teacher's Name] for the position of [Position]. As a co-worker for the past five years at [School Name], I have closely observed their teaching methods, commitment to the job, and growth over time. [Teacher's Name] is a creative and lesson plan developer. They know how to engage students in a variety of subjects and deliver comprehensive material that caters to different learning styles. They are always looking for new ways to challenge their students. [Teacher's Name] consistently demonstrates patience and understanding when working with students who struggle academically or behaviorally. They go above and beyond to provide support and tailored approaches to help students succeed. I wholeheartedly believe [Teacher's Name] is an excellent choice for the position of [Position] at [Name of School or Institution]. Their passion for teaching and dedication to the profession is unparalleled, and I am confident they would be a valuable addition to your team. Sincerely, [Your Name] [Your Position] [Your Contact Information] Dear [Recipient's Name], I am writing to endorse [Teacher's Name] for the position of [Position]. As the principal of [School Name], I have had the pleasure of observing [Teacher's Name] teach for the past six years. I can confidently affirm that they have made a significant impact on our students and school culture. [Teacher's Name]'s classroom management skills are exceptional. They create a positive and respectful learning environment that results in increased student participation and achievement. Their dedication to inclusivity and social skills development has fostered a strong sense of community in the classroom. Not only is [Teacher's Name] a highly skilled educator, but they are also an active contributor to our school body. They have played a pivotal role in organizing extracurricular activities, championing school improvement initiatives, and supporting their fellow teachers. I highly recommend [Teacher's Name] for the position of [Position] at [Name of School or Institution]. I am confident they will bring the same level of passion, expertise, and commitment to your organization. Sincerely, [Your Name] [Your Position] [Your Contact Information] Dear [Recipient], I am writing to enthusiastically endorse [Teacher's Name] for the teaching position at [School Name]. As a colleague, I have been fortunate to witness [Teacher's Name]'s exceptional dedication, kindness, and empathy towards students. [Teacher's Name] excels in creating a warm and engaging learning environment. They are attentive to each student's needs and always encourage their strengths. I remember a time when [Teacher's Name] took extra hours to tutor a struggling student, ultimately helping them achieve remarkable improvement. In summary, [Teacher's Name] embodies the qualities of a remarkable educator, and I wholeheartedly recommend them for the teaching position. Sincerely, [Your Name] When writing a letter of recommendation for a teacher, there are certain mistakes you must avoid to ensure the letter is as effective as possible. Being too generic: Make sure to personalize the letter by highlighting the teacher's unique skills, strengths, and accomplishments. If your recommendation letter is too broad and lacks specific examples, it may lose credibility and fail to impress the reader. Neglecting to proofread: Typos, grammar, and punctuation errors can undermine the professionalism and impact of a well-written letter of recommendation. Always proofread your work carefully before submitting it to ensure it is error-free and maintains a polished appearance. Focusing solely on the past: While it's important to mention the teacher's past achievements, also emphasize their potential for future success. Describe the skills and qualities that make them a valuable educator in their current role, as well as how they will contribute positively to future endeavors. Overlooking the format and structure: A well-organized and properly formatted letter demonstrates attention to detail and professionalism. Include all the necessary elements, such as the date, a salutation, an introductory paragraph, a body with specific examples, and a conclusion with a compelling endorsement. Also, make sure to be consistent with font, spacing, and style throughout. Making unverifiable claims: Avoid exaggerating the teacher's abilities or fabricating achievements that can't be verified, as this could damage their reputation and harm their chances of being considered seriously. Stick to genuine examples and honest assessments of their skills and accomplishments. 30 Smart Answers to Common Sales Job Interview Questions Q & A What are the key elements to include in a teacher recommendation letter? When writing a recommendation letter for a teacher, make sure to include their full name, your relationship with them, and their teaching position. Explain your teacher's specific skills and strengths, and provide examples of their successes. Describe their dedication, work ethic, and collaboration with colleagues. Lastly, mention their impact on students' growth and learning. How can a parent write an effective letter of recommendation for a teacher? As a parent, focus on the teacher's impact on your child's learning and development. Describe the teacher's teaching methods, their ability to engage and motivate students, and their adaptability to different learning styles. Provide specific examples showing how the teacher went above and beyond their duties to help your child. Close the letter by expressing your gratitude and enthusiasm for the teacher's work. What does an ideal recommendation letter from a principal look like? An effective principal recommendation highlights the teacher's professionalism, collaboration, and impact on the school community. Start by introducing your role, your relationship to the teacher, and the teacher's teaching position. Discuss their expertise, classroom management skills, and commitment to professional development. Share examples of how they have improved student outcomes and contributed to the school's goals. A blank page can be scary when you have a lot to say - where do you start? What's the words and tone that will make the best impression? To help you figure this out, we created a short guide on how to write a teacher letter of recommendation along with a template and example you can use to flesh out your own letter. This guide can be used if you're writing a letter to recommend a teacher or if you're a teacher who wants to recommend a student. Our own template focuses on the first case, but you can easily apply the same principles to other recommendation letters. How to write a letter of recommendation for a teacher The process is straightforward: Ask about the purpose of this letter. Recall your experiences and opinions on the person asking the recommendation. Modify our template to fit your own story. 1. Consider the purpose Before you start thinking about what you should write in your reference letter for a teacher, spend some time on the why: this will determine the approach you need to take. Is the teacher asking for recommendation applying for a new job at a school? Perhaps, a university? Or do they want to enter a graduate program or a voluntary teaching assignment at some other country? The answers to these questions will help you include the right information. For example, if this teacher has applied for a Master's program in special education, it'd be helpful to mention their work with children with special needs (if applicable). If they hope to go to another country to teach young adults, you could mention their language skills, work with immigrant children and inclusive behavior in the classroom. If you don't have this information, consider asking this teacher for more details. If they could provide you with the job description for the job they're applying for, even better. Otherwise, choose more generic examples that speak to their professional skills and personal qualities and talents. 2. Recall examples from your interactions with the teacher It's useful to refresh your memory on this person's work or your own experiences with them. If you were their supervisor at a school (e.g. their principal), you can consult your notes or their employee records for accuracy. In general, try to answer these questions to prepare for a teacher recommendation: What was my working relationship with this teacher? What classes did they teach under my supervision? What projects were they involved in (e.g. organizing volunteering activities for students, directing the school band, conducting research etc.) Can I recall two examples of good teaching skills or exemplary behavior toward students exhibited by that person? What are two or three qualities this teacher has as an educator and as a person? Is there anything that's particularly impressive about this teacher, their knowledge or their experience? Answers to these questions will help you shape your letter of recommendation for a teacher. 3. Work on our template to flesh out your own teacher recommendation letter Now that you know what to include in general, modify our teacher recommendation letter template: Dear [insert name], I am writing to recommend [teacher\_name]. [He/She/They] worked with me at [education institution name] for [time period] as a [teaching\_capacity]. I was the [your\_title]. As a colleague, [teacher\_name] was always [insert quality]. During [his/her/their] time with us, [he/she/they] managed to [insert example]. I've always put a premium on [insert quality] among our faculty and [teacher\_name] never failed to deliver. An example was when [insert example]. [Teacher\_name] is a delight to work with and I wouldn't hesitate to work with [him/her/them] again. Should you have any further questions about [him/her/them], feel free to reach me at [phone number]. Thanks, [Your name and signature] Feel free to tweak this sample as needed. It's important to use your own voice and include real examples when writing a teacher recommendation letter. To give you a better idea of what it could look like, see this teacher recommendation letter example written by a fictional School Principal, Sam Davis: Dear Principal Sarah Carlin, I am writing to recommend Richard Lowe for a teaching position at your school. He worked with me at Acme High School as a history teacher and reported to me in my position as principal of the school. As a colleague, Richard was always reliable and organized - he was always the first to work on his syllabus and find the right teaching methods for each of his classes at the start of the year. He also readily led our volunteering activities, including participation in reforestation efforts of nearby areas. Richard was one of our best educators, firm but always finding ways to engage students. One example is a history competition he organized prompting teams students to write and reenact dialogues between two important historical figures during a historical event. Students loved this and learned a lot about various times of our history. His classes started getting exceptionally high marks in history after he joined our school. Also, I've always put a premium on integrity and honesty and Richard never failed to deliver on both fronts. An example was how he handled a proffered bribe from a parent of a senior high school student who wanted their child to get a mark they didn't deserve. Richard was discreet and polite with the parent, but he promptly declined the offer. All in all, Richard is a delight to work with - a dedicated educator with a positive attitude. I wouldn't hesitate to work with him again if the opportunity arose. Should you have any further questions, feel free to reach me at +10000000. Thanks, Sam Davis School Principal, Acme High School This sample letter of recommendation for a teacher gives you an idea of how you could shape your own letter of recommendation for a teacher. No matter the context of your letter, our template will make the process faster and will help you include all important information. See next: Teacher interview questions It's an honor when a teaching colleague asks for a reference, but do you know how to write one? Or maybe you're the one applying for a job, and you need to request a teacher recommendation letter for a new gig. In either case, knowing how to write a letter of recommendation for a teacher - and having a sample - will come in handy. Read advice on writing a recommendation letter for a teacher, and review samples as well. If you're writing a letter for a teacher, use samples to guide your own writing. A letter sample can help you decide what kind of content you should include in your letter, as well as how to format it. While letter samples are a great starting point for your own letter, you should always tailor a letter to fit the particular person you are writing the letter for, and the information they ask you to include. If you're requesting a reference letter for a teaching position from a colleague or previous boss, you might send a reference letter sample to the writer to help guide their own letter. Be sure to also provide them with clear instructions on what information you need them to include and give them a resume or list of your skills and experiences to help them write the letter. You don't want them to simply copy and paste the sample reference letter. In fact, there are a number of things to think about when asking someone for a letter of reference for a teaching job. Review guidelines for requesting a reference letter before you ask your references to endorse you. Follow business letter format. Use official business letter format when writing your letter of recommendation. If time is of the essence, you might consider sending a recommendation email instead of a letter. Focus on the job description. Ask the person for whom you're writing the letter for a copy of the job posting or job description. This way, you can focus on the requirements of the position while you write. Try to include language from the job description in your letter. Even if you're writing a more general recommendation, you can still ask the person about the types of teaching jobs they're interested in (e.g., what teaching positions, what kinds of schools). Include specific examples. In the letter, provide examples of ways in which the person demonstrated various positive traits in the past. If possible, use numbers to quantify their successes. For example, "Under Mr. Smith's guidance, our students' state test scores improved in Biology by 20%." Remain positive. When you write the letter of recommendation, be sure to state that you believe this person is a strong candidate. You might say something such as, "I recommend Ms. Johnson without reservation," or "I would hire Mrs. Smith again if I could." You want to help this candidate stand out among all the other prospective candidates. Share your contact information. Provide a way for the employer to contact you if they have further questions. Include your email address, telephone number, or both. If your reference is in business letter format, your contact information will be at the top of the letter. If you are sending an email reference letter, include your contact information below your typed signature. Follow the submission guidelines. Ask the person you're referring for guidance on how to submit the letter. You may be asked to email it or upload it online. Make sure you follow any requirements, especially about where to send it and when, as well as the format (for example, PDF, physical letter, etc.). Make sure you have the correct address or email address. Proofread, edit, and test your message. Make sure your letter is accurate, professionally formatted, and typo-free before sending. Pay close attention to the spellings of proper names, including school names. Have a friend proofread your note before you send it. If you send the letter via email, be sure to send yourself a test to make sure that your formatting holds up. This is a recommendation letter example for a teacher. Download the letter template (compatible with Google Docs and Word) or see below for more examples. Mary Haddock123 Main StreetAnytown, CA 12345555-555-5555mary.haddock@email.comApril 12, 2022Serena CummingsPrincipalThe Charter School123 Cairns Rd.School City, NY 54321Dear Ms. Cummings,I highly recommend Michelle Johnson as a candidate for the position of fifth-grade lead teacher at your school. As principal of St. Paul's School, I have had the pleasure of working with Michelle for the past five years. She is a driven, organized teacher who develops inspiring relationships with her students.Michelle has always been driven to develop her skills as a teacher. She came to us as a student teacher, eagerly taking up extra responsibilities such as advisor of the school newspaper and was a member of our curriculum committee. She continued to demonstrate this drive through her tenure at our school, even becoming the head of the curriculum committee last year. Michelle embraces any opportunity for professional development, which makes her an ideal leader.Michelle has a wonderful rapport with people of all ages, especially children. Her ability to connect with her students and her talent at teaching simple concepts, as well as more advanced topics, are both truly superior. She also has excellent written and verbal communication skills with both parents and teachers.Michelle accomplishes all these tasks with great initiative and with a positive attitude. I recommend Michelle to you without reservation. If you have any further questions with regard to her background or qualifications, please do not hesitate to contact me.Sincerely,Signature (hard copy letter)Mary HaddockPrincipalSt. Paul's School Review more examples of reference letters for a variety of circumstances and get free templates to download to use as a starting point for your own correspondence.