

March 27, 2001

Dear Sir or Madam:

I am writing this letter on behalf of Ms. Suzanne Reichel. Suzy is seeking a teaching position at your school.

Suzy worked with the TRIO Student Support Services from the fall of 1998 to the fall of 2000 as a tutor for mathematics. TRIO is a federally funded program designed to provide academic support to low-income, first generation college students, and students with disabilities.

It was a pleasure working with Suzy as her supervisor. She is personable, hard working, and consistence. She developed professional relationships with students from diverse socio-economic and cultural backgrounds. At TRIO, Suzy exhibited a strong sense of responsibility and a dedication to help students excel academically. For instance, I often found Suzy working extra hours during exam weeks to help her students prepare for their exams. She did so without hesitation or concern about getting paid. In addition, she always treated her students with sensitivity and respect. As her supervisor, I witnessed Suzy conducted numerous tutoring sessions. She went beyond her job responsibilities by using her own time to prepare handouts, quizzes, and exam review questions for the students. During the tutoring sessions, she listened to her students, welcomes their questions, and gave them opportunities to participate and to become actively involved with the course materials. Furthermore, she was knowledgeable and passionate about creating a positive learning experience in math for her students. By far Suzy was one of the most dedicated tutors at TRIO.

It was very disappointing to know that Suzy could no longer work with us since she is graduating. However, it is very encouraging to realize that there will be one more teacher out there who can help increase the number of students in math and the sciences, and who cares deeply about teaching and learning. Suzy Reichel is an excellent candidate for a teaching position with your school. Please feel free to contact me at (608) 265-5106 or at rchonwer@facstaff.wisc.edu for further information. Thank you for your time and consideration.

Sincerely,

Ruttanatip (Dang) Chonwerawong
Assistant Director
TRIO Student Support Services