

June 25, 2007

To Whom It May Concern:

Often letters of recommendation can be difficult and tedious to write; however, this letter is being written with a great deal of enthusiasm for Dalcione Vollink.

Dalcione was my long-term sub for the last two months of the 2006-2007 school year. Dalcione took over all responsibilities of my math classes (Algebra 2 and F.S.T. – Functions, Statistics, and Trigonometry) during this time. She was responsible for planning, instructing, and evaluating all students. Dalcione taught all ability levels while incorporating lecture, class discussion, demonstration, independent work, and hands-on activities in her lessons.

Dalcione possesses the necessary personal traits for working with people. She is very organized and did a phenomenal job of teaching my students. The mutual respect she shares with her students, fellow teachers, and administrators enables her to excel. This was my third maternity leave during my 13 years of teaching at Mona Shores High School. Dalcione far exceeded my expectations and my previous experiences with long-term subs. As the mathematics department chair, I have to deal with many student teachers and substitute teachers for our department. It was a pleasure to work with Dalcione. She was by far, the best that I have worked with.

From day one, Dalcione demonstrated her knowledge of mathematics and her ability to teach it. Her expectations of students' behavior and learning abilities were appropriate. Dalcione's teaching ability, presence, voice, mannerisms, and confidence were those of an established teacher. Dalcione has a gift for establishing a welcome, comfortable classroom environment. Dalcione was adept at thinking on her feet and adjusting instruction to changing needs. Students understood what was expected of them, felt respected, were treated fairly, and behaved accordingly.

Dalcione is a very knowledgeable person. This knowledge, along with her maturity and past experiences enable her to make her instruction relevant and interesting. Dalcione's belief that all students can learn, her personal value system, emotional stability, dependability, punctuality, sense of humor, positive self-confidence, and professionalism make her a great teacher. It is my privilege to recommend Dalcione Vollink as a secondary education teacher.

If you have any questions in regard to the time I've worked with Dalcione, please feel free to contact me at (231) 780-4711, ext. 8372.

Sincerely,



Carrie Helmer  
Mona Shores High School  
Math Teacher/Department Chair