Marci Kirby

Special Education Teacher

Dorothy Adkins Elementary

1701 Monahan Drive

Lantana, TX. 76226

940-369-1300

To Whom It May Concern:

I am writing this letter of recommendation for Courtney Penaluna. Courtney has served the position of a long time substitute at Adkins Elementary since October 2015. She has become a treasured member of our staff. I have no doubts that she will achieve great success in a full time teaching position. I am glad to recommend her.

Courtney is able to develop a strong rapport with students almost immediately. She has a calm and friendly nature that helps students feel comfortable with her. Courtney has worked closely this year with a student that has behavior challenges. She has made a difference with this student. The student has been coping with disappointment in a more positive manner and she has motivated him to produce more finished work. We appreciate Courtney’s effort that she has invested in this student. .

Courtney has demonstrated strength in working with students of various levels. She pays attention to all students in the classroom and attends to their different needs. Courtney spent time with me in our Resource Room. She does not mind going the extra mile to help students that are struggling with their work. Courtney also has a great strength in organization. She has assisted in organizing our resource room. I am grateful to her for this assistance, Courtney has a strong work ethic and is always busy!

I assure you that Courtney Penaluna will be a great addition to your school. Feel free to call me anytime during office hours on the contact number given in the letter. Thank you.

Sincere regards,

Marci Kirby