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**Grand Ledge High School**

Steven F. Gabriel / Assistant Principal  
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January 17, 2008

To Whom It May Concern:

This letter is regarding Jessica Scaggs, who is applying for a position at your school.

I have been a science teacher at Grand Ledge High School for 20 years. Last fall, we had a sudden vacancy in our science department. Jessica was hired on short notice as a long-term substitute for the position, which is two sections of biology and three sections of chemistry in the community.

Jessica did not have much planning time before she started teaching in this position. She has done a great job of picking things up on the run. She has taken this job seriously as her own and has worked to make up new material which she has incorporated into both classes. Jessica has successfully dealt with the shortcomings of her classroom setup by coordinating with me on laboratory use so the students can continue to do lab activities in the chemistry class. Jessica has also worked collaboratively with the other biology teachers so that her classes will be on the same track with the others as the semester ends.

Jessica has a very pleasant personality and she gradually won over the students with her gentle style and manner. This was not an easy task as the students were already quite fond of the teacher who left. Jessica has also learned some new classroom management techniques to deal with student behavior. She is not afraid to ask for help when problems occur and is willing to make any changes that are necessary to make her classroom run smoother. Jessica also has a good technology background and has used her knowledge to create a website for her students and parents so they can keep up on daily activities and assignments.

Jessica will use her adaptable skills and new experiences to make a positive impact wherever she gets a teaching position. She is professional and hard working and will do her best to become an integral part of your staff. If you have any questions feel free to contact me by email [traxingerd@glps.k12.mi.us](mailto:traxingerd@glps.k12.mi.us) or by phone at home in the evenings (517 339-8616).

Sincerely,

Deborah Traxinger  
Grand Ledge High School

