

10 December 2018

Dear, to whom this may concern,

It is my pleasure to recommend Alexander Cabrales for a technical support or IT position. I have worked with Alexander for a year as his supervisor at Ohlone College, where he used his excellent skills of communication, documentation, and critical thinking to deliver spectacular results in the role of an ESL tutor. I am confident that Alexander's skills, professional experience, and personal qualities will make him a powerful asset at any company.

As an ESL tutor, Alexander demonstrated his skills of critical thinking and communication by providing in depth responses to student's questions or concerns. Also, Alexander demonstrated his skill of documentation by properly keeping track of persistent problems ESL students faced and documenting solutions that eliminated these persistent problems. In particular, Alexander asked me once about good ways to tutor the difference between active verbs and passive verbs to his ESL students. I wrote down the information on a post-it note, explained it to him a little, and gave him the note. He told me that he was going to rewrite the information I gave him in an easy to follow format for his ESL students, so that he wouldn't have to keep trying to explain the answer from the top of his head. Moreover, Alexander asking me for help proved to me that he wasn't afraid to ask questions, and he was willing to learn and grow.

What's more, Alexander's excellent professionalism and reliability always made him a stand-out member of the team. During his CRLA certification, he showcased his professionalism to achieve his first level of CRLA certification.

Alexander Cabrales has my highest recommendation. I have no doubt he will make a strong addition to your team. Please feel free to contact me if you have any questions regarding his candidacy or past work.

Sincerely,

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