



이혜연 어학원

To protect the privacy of both me and my recommenders, some location and contact information is omitted. A copy of the complete letter of recommendation is available upon request.

November 30, 2012

My name is Joanna K. Chung (정경아), and I am writing this letter both to confirm the employment of James M. Hill as well as to recommend him to your company. I am currently the curriculum director at Lee Hye Yeon English Academy (이혜연 어학원). I have had the opportunity to work with James first as a coworker and later as a supervisor. James began worked at the academy from 2010/12/13 to 2012/11/30. James completed two years of teaching in this time (the slight difference in starting and ending dates is due to our academic calendar). Throughout this time, he has always been a dedicated teacher and dependable employee.

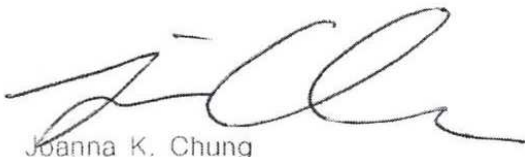
As a Foreign English Teacher at our academy, James's primary job function has been to prepare lesson plans, teach classes, and grade papers for students in Middle and Elementary classes. James has also helped train new Foreign English Teachers. In addition, James was on a team which helped develop new curriculum to prepare our students for the NEAT exam.

No matter what task James has been involved with, he always has maintained a commitment to excellence. James has always completed all projects quickly, often before the deadline, while still maintaining a high level of quality.

James has also volunteered to substitute for teachers at other campuses during their vacations. On one occasion, when some holidays affected our academic schedule requiring some weekend make-up classes to be taught, James was quick to volunteer for this assignment.

I firmly believe that, if hired, James will quickly become an invaluable employee at your company. If you have any questions about James's employment, feel free to call our academy. I am typically at the 영통 campus [redacted] on Monday, Wednesday, and Friday and at the 동탄 campus [redacted] on Tuesday and Thursday. If I am unavailable, our head teacher, Aidan Yoo (유영호) can also confirm James's employment. He is typically at the 매탄 campus. You can also contact me by email at [redacted]

Sincerely,


Joanna K. Chung

이혜연영어전문학원(주) 대표이사 이해연

영통 | [redacted] TEL. [redacted] 사업자등록번호. [redacted] FAX. [redacted]
매탄 | [redacted] TEL. [redacted] 사업자등록번호. [redacted]
동탄 | [redacted] TEL. [redacted] 사업자등록번호. [redacted]