

January 25, 2017

Dear Sir or Madam:

I am writing to wholeheartedly recommend Arlyn Linton-Jones for the position of Curriculum Developer at your organization.

I taught Arlyn in one of her classes at the University of the West Indies last year, and I can positively tell you that not only was she a model student, but she “ticks all the boxes” in the description of the person for whom you are looking to fill this position. Arlyn has extensive experience with Moodle, and she is a real team player. While in my class, she worked diligently and easily with others, and she easily imparted her knowledge to others, while making them feel comfortable at the same time.

Arlyn would be a real asset to your company for a number of reasons. First, having been a distance education student herself, she has vast knowledge of the process and will easily be able to take that knowledge and apply it in a work situation. Second, her Master’s Degree program was, itself, competency-based, so she is quite aware of how a program such as this works and what is expected of its consumers. And finally, throughout her Master’s program at UWI, she was called upon to develop and deliver programs that were germane to the online arena.

On a personal level, Arlyn is a delight to work with. She takes constructive criticism well, never taking it personally, and she is able to multi-task and work on several projects at once.

I highly recommend Arlyn for this position, and if hired, I know that you will be pleased with her performance.

Feel free to contact me if you have any questions. I can be reached at [laura.gray@dec.uwi.edu](mailto:laura.gray@dec.uwi.edu).

Sincerely,

A handwritten signature in black ink that reads "Laura E. Gray". The script is cursive and elegant, with the first letters of each word being capitalized and prominent.

Laura E. Gray, Ph.D.

Course Coordinator/Graduate Facilitator, University of the West Indies-Open Campus