**Rebecca Kowalski**

3491 Discus Court

Lake Orion, MI 48360

To whom it may concern:

I am writing this letter to recommend Teresa Crumpton for a position of employment with you. I am a manager at General Motors and have worked with Teresa for over seven years. Her work ethic and professional skills are exemplary. She has demonstrated her ability to adapt to a multitude of situations and bring value to every assignment that she has been given. Teresa is an excellent writer and editor. The technical manuals she has written during assignments with General Motors required her to, not only, write the text, but also learn the technical specifics associated with the material she was writing.

 Teresa edited my thesis for my Master’s of Science in Information Technology. While I didn’t relish the idea of having my work edited, I found that her input brought insight and significantly improved the clarity of my work. The approach that she used in presenting her “edits” was both collaborative and sensitive. I would highly recommend her for any writing or editing position.

During the time I have known Teresa, she has conducted many writing workshops for which she researched the topic, developed the materials she used during the workshop and effectively taught the subject matter. She tailored her instruction style and materials specifically to the intended students which ranged in age from pre teens to senior adults. Having worked with her as a technical trainer, I have a high respect for her abilities in both instructional design and facilitating learning. Her understanding of learning styles and keeping students engaged are only exceeded by her knowledge of writing techniques and the proper use of the English language. She is an excellent instructor and will approach any teaching position with enthusiasm and professional technique.

Please feel free to contact me if you would like further information about any of my comments.

  Rebecca Kowalski



Program Manager, General Motors

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