I'm not a robot

Check out our blog!You can learn how to write a blog post or even see examples of good Instagram captions.If you're looking to start a business, you can discover side hustle ideas and even how to sell Notion templates! Example of Recommendation Letter Template for Substitute Teacher A recommendation letter for a substitute teacher is a document written by someone who has worked closely with the substitute teacher and can attest to their skills, abilities, and character. This letter serves as a testament to the substitute teacher's qualifications and can be a valuable asset in securing future substitute teaching positions. In this article, we will explore what a recommendation letter for a substitute teacher is, why it is needed, what to include in the letter, how to write it, and the mistakes to avoid. Why Do You Need a Recommendation Letter for Substitute Teacher? A recommendation letter for a substitute teacher is necessary for several reasons. Firstly, it provides a professional endorsement of the substitute teacher's abilities and qualifications. This can significantly enhance their chances of securing future substitute teaching positions. Secondly, the letter allows potential employers to gain insight into the substitute teacher's teaching style, classroom management skills, and overall performance. Lastly, the recommendation letter serves as a testament to the substitute teacher's character, work ethic, and professionalism. When Should You Request a Recommendation Letter for a Substitute Teacher? If you are a substitute teacher looking to enhance your chances of securing future positions, it is advisable to request a recommendation letter as soon as possible. Ideally, you should approach a teacher or school administrator who has observed your work in the classroom for an extended period. This will ensure that the person writing the letter has a thorough understanding of your abilities and can provide an accurate assessment. What to Include in a Recommendation Letter for Substitute Teachers? When writing a recommendation letter for a substitute teacher, it is essential to include specific details that highlight the teacher's qualifications and strengths. The letter should include the following: Introduction: Start the letter by introducing yourself and your relationship with the substitute teacher. Mention how long you have worked together and in what capacity. Context: Provide a brief overview of the substitute teacher's work environment, including the grade levels and subjects they have taught. Teaching Style: Describe the substitute teacher's teaching style, including their ability to engage students, create a positive classroom environment, and adapt to different teaching methods. Classroom Management: Discuss the substitute teacher's ability to effectively manage a classroom, maintain discipline, and handle challenging situations. Professionalism: Highlight the substitute teacher's professionalism, punctuality, and commitment to their role. Interpersonal Skills: Comment on the substitute teacher's ability to build positive relationships with students, colleagues, and parents. Summary: Provide a summary statement that emphasizes the substitute teacher's overall qualifications and suitability for future teaching positions. How to Write a Recommendation Letter for Substitute Teachers? Writing a recommendation letter for a substitute teacher requires careful thought and attention to detail. Follow these steps to ensure you write an effective letter: Step 1: Introduction – Begin the letter by introducing yourself and your relationship with the substitute teacher. State the purpose of the letter and mention how long you have known the substitute teacher. Step 2: Provide Context – Give a brief overview of the substitute teacher's work environment, including the grade levels and subjects they have taught. This will give the reader a better understanding of the substitute teacher's experience. Step 3: Highlight Strengths – Discuss the substitute teacher's strengths, such as their ability to connect with students, create engaging lesson plans, and adapt to different teaching styles. Provide specific examples to support your statements. Step 4: Discuss Classroom Management – Comment on the substitute teacher's ability to effectively manage a classroom, maintain discipline, and handle challenging situations. Highlight their strategies for creating a positive learning environment. Step 5: Emphasize Professionalism – Mention the substitute teacher's professionalism, punctuality, and commitment to their role. Provide examples of their dedication to continuous professional development. Step 6: Address Interpersonal Skills – Comment on the substitute teacher's ability to build positive relationships with students, colleagues, and parents. Highlight their communication skills and their ability to work collaboratively. Step 7: Summarize – Conclude the letter by summarizing the substitute teacher's qualifications and suitability for future teaching positions. Express your confidence in their abilities. Mistakes to Avoid While writing a recommendation letter for a substitute teacher, it is crucial to avoid certain common mistakes. These include: Being Vague: Provide specific examples and details to support your statements. Avoid generalizations or vague statements that do not provide a clear picture of the substitute teacher's abilities. Exaggerating or Misrepresenting: Be honest and accurate in your assessment of the substitute teacher. Do not exaggerate their skills or misrepresent their abilities. Copying and Pasting: Avoid copying and pasting from other recommendation letters. Each letter should be unique and tailored to the specific substitute teacher. Omitting Relevant Information: Ensure that you include all relevant information about the substitute teacher, including their qualifications, experience, and strengths. Lack of Proofreading: Proofread the letter carefully for spelling and grammatical errors. A well-written and error-free letter will have a more significant impact. In conclusion, a recommendation letter for a substitute teacher is an essential document that can significantly enhance their chances of securing future teaching positions. When writing the letter, it is crucial to include specific details that highlight the substitute teacher's qualifications, strengths, and suitability for the role. By following the steps outlined in this article and avoiding common mistakes, you can write an effective recommendation letter that will impress potential employers. Download: Recommendation Letter Template for Substitute Teacher Crafting a compelling letter of recommendation is vital for substitute teachers pursuing new roles and opportunities.Leveraging tailored recommendation letter templates makes it easier to effectively highlight a substitute teacher's skills and qualifications. This guide covers tips and examples to promote substitute teaching professionals persuasively.Benefits of Using Recommendation Letter TemplatesHere are main advantages of using templates when drafting recommendation letters for substitute teachers:Save time – Completed templates allow faster customization versus writing fully from scratch.Optimize messaging – Templates incorporate proven narratives that resonate.Ensure thoroughness – Templates act as checklists so no key details are missed.Showcase strengths – Highlight substitute teacher qualifications compellingly.Maintain consistency – Keep voice, tone, format aligned across letters.Personalize efficiently – Easily adapt templates for each unique teacher and opportunity.Reduce errors – Pre-written text limits mistakes from improvising content.Tips for Writing Substitute Teacher Recommendation LettersWhen creating and using recommendation letter templates for substitute teachers, follow these best practices:Establish credentials – Note your experience working with and knowledge of the teacher.Focus on relevant strengths – Zero in on 2-3 top qualifications for the specific teaching role.Use vivid examples – Illustrate claims with detailed anecdotes and metrics.Highlight teaching skills – Lesson planning, student engagement, classroom management.Keep it concise – Aim for 1 page in most cases.Use a warm yet professional tone – Avoid overly casual language.Proofread thoroughly – Double check for any errors, inconsistencies, or repetitive text.Substitute Teacher Recommendation Letter Templates & ExamplesBelow are sample recommendation letter templates for substitute teachers that you can reference:Full-Time Teaching Position LetterDear Hiring Committee,I am very pleased to recommend Jane Smith for the 4th Grade Teacher role at your school. As the Assistant Principal at Springfield Elementary, I directly supervised Ms. Smith for over 50 substitute teaching days across grades K-5 over the past two school years.In observing Ms. Smith in action, I have been consistently impressed by her natural ability to manage classroom dynamics productively. She maintains a structured yet energetic environment where students stay engaged and on task.Ms. Smith excels at relaying clear instructions, asking thoughtful questions to check understanding, and redirecting minor behavior issues subtly. She also forms quick rapport with students and develops creative, age-appropriate lesson plans focused on imparting key knowledge while making learning fun.Beyond her teaching skills, Ms. Smith is simply a delight to have at our school. She partners seamlessly with grade level teams, is always willing to help with additional duties when needed, and has had only glowing reviews from parents. I recommend her without reservation for your full-time 4th grade position. Please feel free to contact me for any other details needed.Sincerely,[Your Name and Title]Teaching Assistant Position LetterDear Hiring Committee,I am pleased to recommend Samuel Brown for the Teaching Assistant role at your elementary school. As the 3rd Grade Teacher at Mountain View Elementary, I had the opportunity to work alongside Mr. Brown as my substitute teaching assistant for over 25 days spread across this past school year.In working together in the classroom, Mr. Brown demonstrated all the key qualities that contribute to an outstanding teaching assistant. He takes initiative in helping struggling students get caught up, has creative ideas for educational games and hands-on learning activities, and is extremely patient yet firm when working on behavior improvement with students.Mr. Brown also has masterful organizational skills – whether it is color coding student folders, cataloging classroom resources, or tracking behavioral incidents, his attention to detail is invaluable in keeping operations running smoothly.In addition to his capabilities supporting students, Mr. Brown partners extremely well with lead teachers. He seeks to understand curriculum goals, follows through on tasks reliably, and continuously improves by soliciting feedback. I am happy to further recommend Mr. Brown for this teaching assistant role. Please let me know if you would like any other details on his background and strengths.Sincerely,[Your Name and Title]Full-Time Teacher Certification LetterDear Certification Board,I am writing this letter in enthusiastic support of awarding full-time teacher certification to Ms. Emily Davis based on her exceptional substitute teaching expertise developed over the past 3 years at our school.In my role as Principal at Springfield High School, I have directly observed Ms. Davis filling short term and long term substitute assignments for more than 50 days across various subjects including Math, Science, English, and History classes for grades 9-12.Across all classrooms and grades, Ms. Davis receives extremely positive reviews from students, parents, and our teaching staff. She develops thoughtful lesson plans aligned to course goals, keeps students productively engaged with her warm yet structured style, and provides one-on-one mentoring for students who need extra help.Ms. Davis stands out in her creative ability to tailor her approach to the unique needs of each learner. Given her stellar track record substitute teaching and classroom management capabilities, I give her my highest recommendation for full teacher certification. Please reach out with any other questions as you review her application.Sincerely,[Your Name and Title]How to Use Just Think AI for Substitute Teacher Recommendation LettersJust Think AI makes generating polished recommendation letters for substitute teachers fast and easy. Key benefits include:Access a library of pre-written substitute teacher recommendation letter templates.Input key details about the teacher and desired opportunity for customization.Get AI-optimized drafts tailored to full-time positions, teaching assistant roles, certifications, etc.Ensure letters compellingly convey top qualifications and skills.Maintain consistent quality, tone, and formatting across all letters.Easily collaborate on drafts by exporting to share with other authors.Save time versus composing personalized letters from scratch.Review and refine AI-generated drafts prior to sending.Just Think AI Prompts for Substitute Teacher Recommendation LettersHere are some sample prompts for easily generating stellar substitute teacher recommendation letters with Just Think AI:"Please write a recommendation letter for my mentee Sarah who is applying for full-time 4th grade teaching positions after 2 years substitute teaching.""Draft a letter recommending Jonathan Smith for a teaching assistant role based on his skills managing classroom logistics and working with students.""Generate a recommendation letter for Emily Davis pursuing full teacher certification after excellently substitute teaching over 50 days.""Create a letter showcasing Sandra Thomas' capabilities customizing learning activities and relating to students of diverse backgrounds.""Improve this draft recommendation letter to better showcase Samuel Brown's personable teaching style and classroom management abilities."The key is providing personalized context so Just Think AI can tailor compelling, relevant recommendation letters.FAQsWhat length should a substitute teacher recommendation letter be?1 page single spaced or 2 pages double spaced is ideal in most cases. Provide enough detail without excessive length.What formatting should you use for substitute teacher recommendation letters?Use standard business letter format - recipient name and address, salutation, paragraph body text, closing, typed signature, contact info.What perspective should you write from in the letter?First-person perspective sharing your direct experiences working with and observing the substitute teacher carries the most weight. Avoid vague general claims.Should you include comparisons to peers in the letter?Specific, quantified comparisons can strengthen claims but avoid overly ranking. Focus on the individual's absolute merits and skills first and foremost.What details help strengthen substitute teacher recommendation letters?Classroom management anecdotes, lesson planning capabilities, student progress examples, parent feedback, collaboration skills, growth mindset.Just Think AI empowers anyone to easily create stellar, personalized recommendation letters tailored to any substitute teaching opportunity. Leverage our AI-generated templates to persuasively showcase candidates. A strong substitute teacher recommendation letter can significantly impact a candidate's job prospects. These letters highlight a substitute's ability to adapt, manage classrooms effectively, and build rapport with students. Schools and hiring managers seek evidence of flexibility, classroom control, and a dedication to student learning, all of which should be clearly demonstrated through specific examples and anecdotes in the letter. The most effective letters go beyond simply stating that the substitute was "reliable" or "competent." They delve into specific instances where the substitute teacher demonstrated exceptional skills, such as resolving a conflict between students, adapting a lesson plan on the fly, or providing engaging instruction in a challenging subject. These concrete examples provide a tangible understanding of the candidate's capabilities and differentiate them from other applicants. Below are five sample letters of recommendation for substitute teachers, each showcasing different strengths and experiences. Remember to tailor these templates to the specific individual and the position they are seeking. [Date] [Hiring Manager Name] [School District/Organization] [Address] Dear [Hiring Manager Name], It is with great pleasure that I recommend [Substitute Teacher's Name] for a substitute teaching position in your district. I have observed [him/her/them] on multiple occasions at [School Name] and have consistently been impressed with [his/her/their] classroom management skills. In particular, I recall a challenging situation in a [Grade Level] classroom where [he/she/they] successfully de-escalated a disagreement between two students by using [his/her/their] calm and empathetic demeanor. [He/She/They] then seamlessly transitioned back into the lesson, maintaining a positive and productive learning environment. This demonstrated [his/her/their] exceptional ability to maintain control and create a safe and engaging classroom, even under pressure. [He/She/They] are **highly** recommended. Sincerely, [Your Name] [Your Title] [School Name] [Your Contact Information] [Date] [Hiring Manager Name] [School District/Organization] [Address] Dear [Hiring Manager Name], I am writing to enthusiastically recommend [Substitute Teacher's Name] for any substitute teaching opportunities at your school. During [his/her/their] time substituting at [School Name], [he/she/they] consistently demonstrated remarkable adaptability and a strong grasp of various subject matters. On one occasion, the scheduled teacher was suddenly absent, and [Substitute Teacher's Name] was asked to cover a [Subject] class for which [he/she/they] had no prior notice. [He/She/They] quickly reviewed the lesson plans, prepared engaging activities, and delivered a lesson that kept the students actively involved. [His/Her/Their] ability to adapt so quickly and effectively speaks volumes about [his/her/their] resourcefulness and dedication. Furthermore, [he/she/they] **excelled** at answering students' questions, demonstrating an impressive knowledge base. Sincerely, [Your Name] [Your Title] [School Name] [Your Contact Information] [Date] [Hiring Manager Name] [School District/Organization] [Address] Dear [Hiring Manager Name], I wholeheartedly recommend [Substitute Teacher's Name] for a substitute teaching position. One of [his/her/their] greatest strengths is [his/her/their] ability to quickly build rapport with students of all ages. I observed [him/her/them] interact with students during a particularly difficult day in a [Grade Level] class. Several students were visibly upset, and [Substitute Teacher's Name] took the time to listen to their concerns, offering encouragement and support. Within a short time, [he/she/they] had created a more positive and cooperative atmosphere. This demonstrates [his/her/their] capacity for empathy and genuine care for the well-being of students, making [him/her/them] an **exceptional** substitute teacher. Sincerely, [Your Name] [Your Title] [School Name] [Your Contact Information] [Date] [Hiring Manager Name] [School District/Organization] [Address] Dear [Hiring Manager Name], It is without hesitation that I recommend [Substitute Teacher's Name] for consideration. [He/She/They] consistently displayed initiative and problem-solving skills while substituting at [School Name]. On one occasion, the assigned lesson plan was incomplete, leaving [Substitute Teacher's Name] to fill in the gaps. [He/She/They] quickly assessed the situation, gathered supplemental materials, and created a meaningful lesson that aligned with the curriculum objectives. This demonstrated [his/her/their] proactive approach and ability to think on [his/her/their] feet. This type of resourcefulness makes [him/her/them] a **valuable** asset to any school. Sincerely, [Your Name] [Your Title] [School Name] [Your Contact Information] [Date] [Hiring Manager Name] [School District/Organization] [Address] Dear [Hiring Manager Name], I am pleased to recommend [Substitute Teacher's Name] for any substitute teaching positions that may be available. Throughout [his/her/their] time at [School Name], [he/she/they] have proven to be consistently reliable and professional. [Substitute Teacher's Name] is always punctual, well-prepared, and adheres to all school policies and procedures. [He/She/They] communicate effectively with staff and create a positive and respectful learning environment for students. [His/Her/Their] dedication and professionalism make [him/her/them] a **highly dependable** and trustworthy substitute teacher. I can recommend [him/her/them] without any reservation. Sincerely, [Your Name] [Your Title] [School Name] [Your Contact Information] In conclusion, a well-crafted substitute teacher recommendation letter is a powerful tool that can significantly enhance a candidate's chances of securing employment. By highlighting specific skills, providing concrete examples, and focusing on the candidate's unique strengths, the letter can effectively demonstrate their capabilities and potential to succeed in a substitute teaching role. Tailoring the letter to the specific requirements of the position further increases its impact and value. Previous ArticleCOO Skills: Essential Traits for Top Performance Next Article Copywriter Resume: Ace Your Application Richard Patricia As a professional letter writer, I have spent decades crafting words that bridge distances, mend hearts, and celebrate life's most precious moments. My journey with letters began long before I made it my profession. It started with a simple love for language, a fascination with how words could evoke emotions, and a deep appreciation for the power of a well-written message. Today, I want to share my insights, experiences, and the profound impact that letter writing has had on my life and the lives of those I've had the privilege to serve. Most colleges require one or two letters of recommendation from teachers in support of a student's college application. Before asking a teacher, look over your college list and review admission requirements. There are colleges that do not want letters and colleges that will only accept one letter. Identify which colleges require letters of recommendation and how many they accept. Generally students ask no more than two teachers for recommendation letters. Who should you ask? Start with an academic teacher from junior year. Teachers from freshman or sophomore year may not be able to speak to your current academic performance. Teachers from senior year will not have had you long enough to know you well. A good rule of thumb is to ask a teacher from math or science along with a humanities teacher. This provides colleges with insight into a student's overall performance. Requesting a letter of recommendation should typically be done in person, but with schools currently closed students will need to email their teachers. As school years are coming to a close, now is a great time to ask. If a teacher is unwilling to write you a letter of recommendation, that is okay! Try not to take it personally. Your teacher may be declining to write you a letter because they already have too many to write. Once your teacher agrees to write a letter on your behalf, check to see if they need anything from you or if they would like to speak or meet with you prior to writing your letter. Share your earliest college deadline with them so your letter is completed in a timely manner. Do not expect your teacher to share your letter of recommendation with you. Letters are sent directly to the college. Depending on your high school, you will invite your teacher to submit their letter via a link to your college application or through Naviance if your high school uses it. Your guidance counselor will also write a letter of recommendation on your behalf. Although most guidance counselors will automatically write a letter for the students on their caseload, you should still request a letter from your counselor and ask if they need any information from you. If you have not met with your guidance counselor that often or have a new guidance counselor, put together a resume highlighting activities and accomplishments during your high school career. If you encountered any difficulties in high school that impacted your academic performance or ability to participate in extracurricular activities, be sure to share this with your counselor so they can address this in the letter of recommendation. As with your teacher letters of recommendation be sure to let your counselor know your earliest application deadline. Over the summer and again before the start of the new school year, check in with your teachers and guidance counselor. Thank them for agreeing to write you a recommendation letter, update them on how you've spent your summer, and remind them of your college deadlines. Once you've submitted your applications be sure to write your teachers and guidance counselor a thank you note for their support. As you get acceptance letters from colleges, share your good news with those who have helped you through the process! Need help getting started with college applications and essays? Join this VIRTUAL workshop and learn strategies to navigate the college process. Bring your questions, bring your junior…walk away with transformative methods in completing college applications. Register now! Skip to content Crafting a compelling letter of recommendation is vital for substitute teachers pursuing new roles and opportunities. Leveraging tailored recommendation letter templates makes it easier to effectively highlight a substitute teachers skills and qualifications. This guide covers tips and examples to promote substitute teaching professionals persuasively. A glowing letter of recommendation can be instrumental in helping substitute teachers land more desirable and consistent placements at schools. Letters of recommendation highlight a sub teacher's key skills, achievements and performance to showcase why they would make an asset to any district or educational institution. In this comprehensive guide, we will explore how to write an effective substitute teacher recommendation letter that portrays their greatest attributes and value add. What is a Substitute Teacher Recommendation Letter? A letter of recommendation for a substitute teacher comes from principals, teachers, or other colleagues they have worked with previously. It endorses their teaching abilities classroom management professionalism and provides specific examples of their positive impact on students and the school. The letter aims to validate qualifications and competencies to prospective employers or school districts considering them for substitute teaching assignments. It serves as credible third-party praise of their teaching effectiveness and soft skills from those directly familiar with their work. Apart from highlighting qualifications listed on the resume, recommendation letters emphasize intangibles like work ethic, integrity, people skills and overall potential They provide well-rounded qualitative assessments of why the candidate will excel in this role, not just reiterate their education or experience Who Writes Substitute Teacher Recommendation Letters? The most persuasive recommendation letters are written by individuals who have directly supervised, taught with, or worked alongside the substitute teacher, such as: Principals – As head administrators, principals can describe teaching abilities they observed first-hand as well as contributions to the overall school. Classroom Teachers – Those who frequently had the sub cover their classes have the best insights into teaching effectiveness in core subjects. Department Heads – For subs specialized in certain subjects like math, science, languages or special education. Teacher Aides – Can highlight classroom management aptitudes and rapport with students. Fellow Substitute Teachers – Peers who have taught alongside them at schools can emphasize teamwork, collaboration and work ethic. The most credible recommenders are those who have seen their teaching regularly and can provide detailed examples of success. Letters from principals or department leaders carry the most weight since they evaluate performance from a supervisory position. Substitute Teacher Recommendation Letter Template Use this sample template as a guideline when drafting your own recommendation letter for a substitute teacher: Date NameTitleSchool District NameAddress Dear [Recipient Name], I am pleased to strongly recommend [Candidate Name] as a substitute teacher for your school district. In my role as [Your Title] at [Your School], I had the pleasure of working with [Candidate Name] from [Date Range] as they served as a dedicated substitute teacher for various classes and grade levels at our institution. During [his/her] time with us, [Candidate Name] consistently demonstrated excellent teaching abilities, classroom leadership, and unwavering commitment to student success. [He/She] came fully prepared for each class, followed provided lesson plans effectively, and kept students focused and engaged in learning activities. [Candidate Name] formed great relationships with both students and fellow staff members, collaborating seamlessly as part of the teaching team. [He/She] received consistently positive feedback from teachers, students, and parents regarding [his/her] teaching effectiveness and ability to maintain a productive learning environment. One particular example was [Provide Anecdote of Teaching Excellence or Contribution to Students/School]. For these reasons, I believe [Candidate Name] has the skills, temperament, and dedication to thrive as a substitute teacher for your district. Sincerely, [Your Name][Your Title][Your School/Company] How to Write an Outstanding Substitute Teacher Recommendation Letter Follow these best practices when crafting your letter to maximize its power: Highlight Teaching Abilities – Provide specific examples of their instructional effectiveness, ability to implement lesson plans, and mastery of classroom management. Mention strengths teaching particular subjects, grades, or student populations. Showcase Soft Skills – Emphasize people skills like developing rapport with students, collaborating with teachers, communicating effectively with parents, resolving conflicts diplomatically, etc. Note Classroom Leadership – Point out their command of the classroom, ability to capture student attention, project authority, exude confidence, and foster a culture of respect. Describe Initiative – Note instances they went above-and-beyond such as creating fresh activities, introducing new technologies, staying late to assist students, volunteering for school events, etc. Share Student Outcomes – Quantify their impact on learners such as improved test scores, skill development, engagement levels, grades, and other metrics during their assignments. Convey Availability & Reliability – For subs with flexible schedules, highlight their ability to fill gaps on short notice which provides immense value to schools. Validate Training – Mention completion of any substitute teacher credential programs, classroom certifications, education degrees, or specializations that prepared them to teach various subjects and age groups. Focus on Potential – Explain how their existing strengths, growth mindset, and dedication prime them for expanding teaching capabilities and greater responsibility in the future. Use Metrics – Include facts and figures like number of classes covered, subjects taught, attendance record, years of substitute experience to back up assessments with hard data. Provide Contact Info – Offer your direct contact details should they want to follow up for more information on the candidate. How to Send the Recommendation Letter There are a few options for submitting your recommendation: Send directly to the hiring manager or school HR representative if their contact information was shared by the candidate. This method is the most helpful for quick consideration. Provide the letter to the candidate in a signed, sealed envelope to be included in their application package. Many subs directly distribute letters to schools where they wish to work. Offer to transmit the recommendation on official letterhead or from your professional email if that carries more credibility. Always get prior consent from the substitute teacher before sending letters to any school or district to respect their privacy. Ensure you customize each letter to highlight the most relevant skills and experiences for that particular teaching opportunity. Substitute Teacher Recommendation Letter Sample Here is a sample letter showcasing the candidate's excellent teaching competencies: April 15, 2025 Robin SmithPrincipalJefferson Elementary123 Main StreetSpringfield, IL 62701 Dear Ms. Smith, I am writing this letter to strongly recommend Julia Thompson as a substitute teacher for Jefferson Elementary. As the 5th Grade Teacher at Washington Academy, I had the privilege of working with Ms. Thompson for two school years from 2020 to 2022 when she frequently covered my classroom. During her time teaching my students, Julia consistently demonstrated outstanding instructional skills and an innate ability to connect with learners. She came fully prepared, followed lesson plans diligently, masterfully managed classroom activities, and kept students engaged. Julia built excellent rapport with students, getting to know them individually and addressing their unique needs. My students always provided glowing feedback after Ms. Thompson's assignments, noting how much they learned and enjoyed her teaching style. Parents also consistently praised her ability to step in and continue their child's academic progress uninterrupted. Julia's warm, approachable demeanor allowed her to collaborate seamlessly with fellow teachers and staff. I could always count on her to go the extra mile, whether creating supplemental activities, providing detailed lesson recaps, or giving struggling students extra attention. She is a consummate team player. Overall, I was tremendously impressed by Julia's teaching abilities, compassion for students, and professionalism. She would make an outstanding addition to your substitute teacher pool, and I wholeheartedly recommend her for the role. Please feel free to contact me if you would like to discuss her qualifications in more detail. Sincerely, Mary Willis5th Grade TeacherWashington Academy This example hits all the right notes, including metrics about years of experience, specific teaching strengths, classroom leadership abilities, initiative, student outcomes, and personal qualities. A detailed, enthusiastic recommendation like this can help give any promising substitute teacher a leg up in securing more frequent assignments at desirable schools. Key Takeaways for Substitute Teacher Recommendation Letters Emphasize teaching skills, classroom management, rapport with students Showcase soft skills like communication, collaboration, adaptability Note their leadership, confidence, initiative, and professionalism Quantify student outcomes achieved and value add for the school Highlight availability and reliability filling in on short notice Mention specific training, credentials, certifications and education Focus on long-term potential and growth mindset beyond current role Use metrics and anecdotes to support assessments with evidence Customize letters for each school/district to underscore fit Obtain consent before submitting recommendation letters What length should a substitute teacher recommendation letter be? 1 page single spaced or 2 pages double spaced is ideal in most cases. Provide enough detail without excessive length. Tips for Writing Substitute Teacher Recommendation Letters When creating and using recommendation letter templates for substitute teachers, follow these best practices: Establish credentials â€" Note your experience working with and knowledge of the teacher. Focus on relevant strengths â€" Zero in on 2-3 top qualifications for the specific teaching role. Use vivid examples â€" Illustrate claims with detailed anecdotes and metrics. Highlight teaching skills â€" Lesson planning, student engagement, classroom management. Keep it concise â€" Aim for 1 page in most cases. Use a warm yet professional tone â€" Avoid overly casual language. Proofread thoroughly â€" Double check for any errors, inconsistencies, or repetitive text. How to Write A Recommendation Letter for Job Employee Step by Step | Writing Practices How do I write a recommendation letter for a substitute teacher? Writing a recommendation or reference letter for a substitute teacher is a great way to support their professional growth and help them secure future employment opportunities. Here are some guidelines to follow when writing such a letter: 1. Introduction Begin by addressing the letter to the appropriate recipient. What are the benefits of a substitute teacher recommendation letter? Key benefits include: Access a library of pre-written substitute teacher recommendation letter templates. Input key details about the teacher and desired opportunity for customization. Ensure letters compellingly convey top qualifications and skills. Maintain consistent quality, tone, and formatting across all letters. What is a teacher recommendation letter? A teacher recommendation letter is a written document that provides an endorsement of a teacher's skills, experience, and character. There are several types of teacher recommendation letters, and they are typically written by colleagues, supervisors, or other educators who have worked closely with the teacher. What is a recommendation letter? A recommendation letter, also known as a reference letter, is a document that provides insight into the professional and personal qualities of a teacher. It is typically written by a colleague, supervisor, or principal who has worked closely with the teacher and can vouch for their skills, experience, and character. How to write a substitute teacher resume? [Click here to directly go to the complete substitute-teacher resume sample] "There is no substitute for hard work and experience in life." You may be a good substitute for a regular teacher but none can be your substitute while writing your experienced teacher resume to get a step closer to your dream job. Nothing can take place of your hard work and experience as it is something only you can take care of. Here is a summary of our Substitute Teacher Resume 2020 Blog: Avoid writing "CV or Resume", instead write your real full name as your resume's header because it is an important feature that creates a unique identity of your first-year teacher resume. State your specific work experience on your experienced teacher resume by writing only one-liners to make your points brief and specific. Write a summary for your 3 years and above of professional experience. A substitute teacher resume objective should only be written for less than 3 years of work experience. In this blog, we have also provided our substitute teacher resume examples for you to have a visual understanding of how different sections are framed in a substitute teacher resume. The experts at Hiration are here to help you in curating a flawless substitute teacher resume with no experience or with experience through this blog along with the complete substitute example. By the end of this blog, you will be able to write a job-winning resume while simultaneously learning: . . . All so you can get the job that you want! In the meanwhile, you can use Hiration's Online Resume Builder to write a masterpiece of a resume for a hassle-free experience. Our Online Resume Builder is stocked with a huge library of examples and a resume template for teachers that can help you get a step closer to your dream job. Fill in your details and the perfect experienced teacher resume is good to go. It is that simple. Who knows, with a stellar teacher resume, you can also get a chance to earn some easy money on the side teaching people online. Resumes for substitute teachers can be considered as the first means of meeting between you and the recruiters. The role of substitute teacher resume is to communicate the key skills that you possess to the recruiters and make them recognize you as a suitable applicant for the specifically targeted job profile. There is an ATS (Applicant Tracking System) that helps the recruiters to filter through resumes for substitute teachers and pick the most eligible applicant. Now, your goal here is to rank high on the ATS, and to do that you should try and use the keywords used by the recruiters to describe the job that you have targeted. You need to create a substitute teaching resume that can make an impact on the recruiters and raise your chances of being shortlisted for your dream job. Keep reading this blog to learn how to pick the right keywords and place them in the right place. In the meanwhile, get your existing resume professionally reviewed by Hiration's Resume Review Service. Take a look at our substitute teacher resume sample to visually understand what an ideal resume should look like: Resume writing can be made easier if you try and follow the three stages that we have discussed below: Stage 1: Master Substitute Teacher Resume Stage 2: First Draft of Substitute Teacher Resume Stage 3: Final Draft of Substitute Teacher Resume Master Substitute Teacher Resume Before you start writing your substitute teacher resumes, create a master resume wherein you can stack up all your details and information that you may require to fill in your substitute teaching resume. Always remember that your master resume can be used for the present timeline as well as for any future updates of your experienced teacher resume. All you have to do is gather every piece of information about your educational qualification, professional experience, personal information, and any other additional information. This can help you save time and avoid missing out on any required information at any point in resume writing. So make sure that you create a master resume that you can use as your folder of collected information, even information that you are unclear about as it can be used for any future updates even though it may not be required at present. First Draft of Substitute Teacher Resume In this stage, you have to compose the following standard sections and add any optional sections if required in your first draft of resumes for substitute teachers: Header Personal Information Profile Title Professional Experience Education Certifications (if any) Awards & Recognition (if any) Additional Information (if any) Remember to frame every standard section and the optional sections can be curated whenever required. Final Draft of Substitute Teacher Resume In the final stage of writing your resumes for substitute teachers, you need to compose two important standard sections that we have given below: Key Skills Section: Compose the substitute teacher skills section in the second-last step while writing your experienced teacher resume. You should scan through your professional experience section and pick the most significant keyword that can help your worth as an eligible applicant stand out for the recruiters to recognize. Summary/Objective Section: Compose this section in the last step while writing your experienced teacher resume. Write a brief statement to give a complete statement of your substitute teaching resume by highlighting your contributions and achievements for any previous organization. Resume writing can be complicated in one way or the other but it is not rocket science either. You simply have to follow certain steps and follow the tips and guidelines provided by experts at Hiration to frame the perfect shortlist worthy resume. Go ahead and read our 2020 tips on dos and don'ts of resume writing to have a better understanding of resume writing professionally. There is a specific way of writing your substitute teaching resume and you need to create different sections to write down all the required pieces of information required by the recruiters to recognize you as an efficient applicant. Given below are the traditional standard sections that need to be explicitly framed in perfect resumes for substitute teachers: Header Personal Information Profile Title Summary/Objective Key Skills Professional Experience Education The following optional sections can also be added and curated to add value to the standard sections of your resume for substitute teaching: Certifications (if any) Additional Information (if any) Awards & Recognition (if any) Do read more about resume sections on Hiration's 2020 Guide to sections in a resume to learn more about curating this section with a professional approach. Our Online Resume Builder comes with a huge library of pre-filled resume templates that you can personalize to suit your specific qualifications and work history. Your professional experience section is a major part of your substitute teaching resume and you need to list out your work experience in the most effective way to have an impact on the recruiters to raise your chances of being shortlisted by the recruiters. The three important factors that have been discussed below can help you curate the best professional section in your experienced teacher resume. STAR Format Framing Points Bucketing & Bolding STAR Format The STAR format is an important factor that can help you curate the professional experience section on your substitute teaching resume like a professional. Given below is the description of what the STAR stands for and how it can help enhance your substitute teacher resumes: Situation: The situation/backdrop/context of your contributions Task: The actual task that was assigned to you Action: The strategy you used to execute the assigned task Result: The result/outcome of your action in the form of an achievement figure Try to mention the figures or numbers on your substitute teacher resumes specifying your contribution and achievements for your previous organization. Framing Points Writing the perfect resume means you have to frame your statements and make the recruiters go through your experienced teacher resume so that they can recognize you as the most suitable applicant. Let us look at the substitute teacher resume examples to understand why framing your points are important and how it can be implemented in your substitute teaching resume. Substitute Resume Example 1 "Successfully simplified the curriculum plans of the students to meet every physical, emotional & scholastic needs. Conducted art and crafts activities for 30-40 minutes in daily classroom routines to foster the creativity of the students. Daily monitored the group discussions and pair activities of the 25 students in a single class. Maintained discipline in the class by encouraging the students to avoid making unnecessary noise and to keep quiet whenever required." Substitute Resume Example 2 Simplified curriculum plans to meet the students physical, emotional & scholastic needs Fostered students creativity by conducting art & crafts for 30-40 minutes in daily classroom activities Monitored every group discussions & pair activities of the 25 students in a class Maintained discipline in the class by encouraging the students to keep quiet whenever required Framing Points: Analysis Comparing the two substitute teacher resume examples, we can say that framing your points makes your statement readable. Both the substitutes example are stating the same points but differently. Writing lengthy paragraphs (example 1) may fail to hold on to the recruiters' attention towards your potential because it makes your professional experience section look bulky. Whereas framing your points (example 2) with bullet points can easily communicate your potential as a suitable substitute teacher for the recruiters to recognize as it makes your statements specific and clear. Always frame your points (example 2) to make your points readable and avoid writing lengthy paragraphs (example 1) as it makes your statement bulky and may disinterest the recruiters in going through it. Bucketing & Bolding Now, let us look at the below-given substitute teacher resume examples to discuss and understand the importance of using bucketing and bolding while writing one-liners in the professional section of your first-year teacher resume. Substitute Resume Example 1 Adhered the lesson plans prepared by the regular teachers for 20+ students Simplified curriculum plans to meet the students physical, emotional & scholastic needs Fostered students creativity by conducting art & crafts for 30-40 minutes in daily classroom activities Monitored every group discussions & pair activities of the 25 students in a class Maintained discipline in the class by encouraging the students to keep quiet whenever required Reviewed the performance of 10+ students to improvise their learning process Collaborated with staff members to implement 100% high-quality teaching environment Assessed students homework and recorded behavior development & submit to the regular teacher Substitute Resume Example 2 Lesson & Curriculum Plans Adhered the lesson plans prepared by the regular teachers for 20+ students Simplified curriculum plans to meet the students physical, emotional & scholastic needs Activity Planning & Classroom Management Fostered students creativity by conducting art & crafts for 30-40 minutes in daily classroom activities Monitored every group discussions & pair activities of the 25 students in a class Maintained discipline in the class by encouraging the students to keep quiet whenever required Child Development Tracking & Staff Coordination Reviewed the performance of 10+ students to improvise their learning process Collaborated with staff members to implement 100% high-quality teaching environment Assessed students homework and recorded behavior development & submit to the regular teacher Bucketing & Bolding: Analysis From the two above-given substitute teacher resume examples, we can notice that to make your professional experience section stand out, framing points (example 1) is not enough. You should use bucketing and bolding (example 2) to make more impact on the recruiters with your well-organized one-liners in your experienced teacher resume. Create unique headings (bucketing) and list all the relevant points under them. Then, bold the significant skills and highlights of your professional experience. Doing so can make your one-liners organized that can make your statements more readable that specifies your statements for the recruiters to read and comprehend. Remember that it is always important to use bucketing and bolding to write your one-liners and make the recruiters recognize your efficiency by just going through your highlighted professional experiences. To learn more about this section and how to perfect it, read Hiration's Blog on how to compose the work experience in your resume. In addition to all our substitute teacher resume examples, here is a substitute teacher resume sample showcasing what an ideal professional experience section looks like: Impress the recruiters and rank high on the ATS by framing a flawless substitute teacher skills section. It can be done if you pick out the keywords that have been used by the recruiters to describe the job profile that you are applying for and align them in this section of your substitute teaching resume. Scan through your professional experience section and pick out all the relevant keywords and highlight them as your substitute teacher skills. Make sure that you justify every keyword in your one-liners that state your work experience. Framing the perfect substitute teacher skills section can help you rank high on the ATS and help raise your chances of being shortlisted. Look at the below-given substitutes example showcasing the perfect substitute teacher skills section: Read Hiration's 2020 Guide on what skills to put on a resume to get a better understanding of how to efficiently curate your substitute teacher skills section. Make it easy for the recruiters to recognize your potential by framing the best summary of your resume for substitute teaching. The following is a list of what you should do to write your summary for the best teacher resume: Write your summary at the end which