

# Lene Whitley-Putz



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Human Resources  
Mount San Jacinto College  
1499 N State Street  
San Jacinto, CA 92583

Dear Search Committee:

It is with great pleasure that I write to you to recommend Tera Elder for the Instructional Design Coordinator position with @ONE. I have had the utmost pleasure working alongside Tera on @ONE's latest course, Online Education Standards and Practices. Throughout this collaboration, Tera has illustrated the exceptional skills she would bring to this position.

First, she is a talented designer familiar with a variety of technology and graphic design tools. Her work is exceptionally well-crafted, and delivered in a timely fashion. Moreover, she demonstrates grace under fire, an admirable attitude in a project that requires a lot from the consultants currently working on many of the projects.

In addition, she has excellent project management skills, going above and beyond to keep our project on schedule and to keep communication channels open and productive. Her own work is delivered in a timely fashion, enabling the entire group to stay on target and troubleshoot issues. I very much appreciate her promptness and efficiency.

In addition to her technical skills as an instructional designer, Tera has expertise in the best practices and learning theory most relevant to online education. Tera not only designs, but also teaches, some of the most important courses in the @ONE repertoire. I have no doubt that her friendly and outgoing personality make her an exceptional teacher, and will contribute to her being an exceptional Instructional Design Coordinator.

In all, Tera is an exceptionally well-rounded applicant that brings an engaging energy to our project. She would be an terrific edition to the @ONE team, and I wholeheartedly recommend her for this position. If I can offer any further assistance during the selection process, please do not hesitate to contact me. I can be reached either by phone (650-787-4452), or by email (lene@whitley-putz.com).

Sincerely,

Lené Whitley-Putz  
Certification Pathways Coordinator  
@ONE