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123 Main Street, Anytown, CA 12345 555-555-5555 paul.rodriguez@email.com

September 1, 2018

Jason Lee
Director, Human Resources
Acme Software
123 Business Rd.
Business City, NY 54321

Dear Mr. Lee,

Joe Employee worked for me as a software developer from Sept. 1, 2012 to March 23, 2018. Like all developers, he wrote code for computer software. His responsibilities included requirements gathering, analysis and design of complex Web applications using a variety of technologies.

During the course of his employment, Joe proved himself to be a dependable employee and a hard worker with solid problem solving and technical skills. I was always impressed by Joe's ability to complete the work assigned to him on time. Joe not only met deadlines but also explains his programs in a way that non-experts can easily understand. This skill came in handy when he presented his programs to clients who weren't particularly tech savvy.

Joe takes his work very seriously and regularly enrolled in classes to stay abreast of the newest developments in programming. He also traveled to conferences across the country for this purpose. His ongoing professional development courses and trips helped him to easily learn new techniques and perform complex tasks the first time around. Although Joe is a fast-learner, he is very careful and cautious about his work. That means he repeatedly runs checks on his programs (and others) before making them public to ensure there aren't any hiccups. His quick thinking and cautious personality has helped the company avoid some costly and embarrassing mistakes.

Joe would be an asset to have on any team. To say he's a team leader would be an understatement. During his tenure at our company, he's gone out of his way to welcome newcomers and resolve any problems they might have. He pitches innovative ideas at company meetings but also listens to what others have to say, including constructive criticism. When budgetary constraints limited the work our company could complete, Joe put his highly creative mind to use to come up with alternatives.

Overall, Joe is a talented, hard-working employee, and I am sad to see him leave. But your company offers him an opportunity for career growth that we simply can't provide him here. I strongly recommend Joe for any mid-level development position. And with the right guidance and training, I have no doubt Joe could excel in an upper-level development position. He's simply that good.

Sincerely,

Sample Reference Letter: Former Supervisor 1

November 29, 20XX
Provincial Tourism Board
Government House
Edmonton, Alberta T5G 4G7

Dear Ms. Hiring,

I am pleased to recommend Justin Case for the position of Special Events Coordinator with the Provincial Tourism Board. I believe that Justin's experience with Tools and Stuff first as an Assistant Manager and recently as a Human Resources Recruiter will complement the role and the many skills it requires.

Justin was hired in May 1999 as a Manager Trainee with Tools and Stuff. Justin was the youngest manager hired into this role in Canada. He progressed into the role of Assistant Manager in July 1999. Although the Assistant Manager role is junior position within the management hierarchy, Justin often managed the 10,000 ft² alone with a staff of 15-40 associates reporting directly to him. His duties included maintain sales through coaching, providing exceptional customer service, following up on customer concerns, ordering additional product, and delivering performance reviews. Not only did Justin meet these requirements of the job, he also developed an employee recognition program that highlighted individual skills of associates and created incentive programs that enabled associates to see their progress. Justin's professionalism and interpersonal skills allowed him to cultivate a strong team environment and gain the respect of his peers.

In September 2000 Justin was promoted to Human Resources Recruiter for Western Canada. In this role Justin interviewed management candidates across Canada to fill the vacancies created by twenty new store openings each year. Justin quickly adapted to the rigorous travel and tight deadlines. In addition to his demanding schedule, Justin also took over the duties of a co-worker while she went on maternity leave and single-handedly organized, executed, and followed-up on twenty University career fairs across western Canada. This requires detail oriented organizational skills, an ability to adapt to many circumstances, and strong interpersonal skills. Because of Justin's success in this role he was asked to train other recruiters on the successful strategy in order to create a strong recruitment presence across Canada. Justin is eager to succeed and finds ways to improve his workplace.

To conclude, I have been very happy with Justin Case's performance as an Assistant Manager and Recruiter for Tools and Stuff. I would not hesitate to re-hire Justin. I believe his experience in dealing with students at career fairs, his in-depth knowledge of hiring practices, and his ability to communicate effectively makes him a strong candidate for the position of Special Events Coordinator with the Provincial Tourism Board. If you have any questions or concerns regarding Justin's performance at Tools and Stuff, please contact me directly at 780-482-9000.

Sincerely,

Ref Errance
Human Resource Manager
Tools and Stuff

Announcing a special presentation of Canadian Food.

THE TOWER
THISTLE HOTEL

April 10th, 1998

Mr John Sullivan
20, Marston Road
Oxford

Dear Mr Sullivan,

Subject: Special Presentation of Canadian Food

Our last presentation of Mexican food specialties was so welcomed that most attendees have requested us to repeat a similar performance. In fact, we are going to have another presentation to which we would like to invite others who love haute cuisine and can attend.

Don't miss this opportunity to enjoy authentic Canadian food. Mr. Wolfman, Canada's leading exponent of indigenous cuisine, will be presenting his innovative menu at the Tower Thistle Hotel for lunch and dinner every day from the 21st until 28th April in the Princes Room Restaurant.

Mr. Wolfman will prepare a selection of menus from £23.50 including such traditional delicacies as salmon, shell fish, wild berries, bison, and wild rice, all prepared in the special native way.

In order to enjoy this exceptional dining experience, we recommend you to reserve your table early for the day and time you would like to attend. We look forward to welcoming you and your friends.

Yours sincerely
Barbara Grant
Barbara Grant
F&B Manager

[Sender's Name]
[Sender's Position]
[Name of the Organization]
[Address]

[Date]

[Name of the Apartment Owner]
[Position]
[Name of the Company]
[Address]

Dear Mr./Ms. [Last Name],

I am writing with regard to [Name of the Applicant]'s application for the apartment located in [Address of the apartment].

I have known him/her for [N] years. We met (in school, at an event, or through mutual friends) and he/she immediately endeared me with his/her attitude. He/she is very caring and would always go out of his/her way to help others which is a quality that is hard to find in people.

He/she has a stable job as in [Company Name] as [Job Title]. He/she is known to be very hardworking, dedicated, and dependable. He/she is also very good at handling his/her finances and has never been one to overextend himself/herself. He/she is also very conscientious of other people's feelings, which means that he/she would always be careful with her actions and activities inside the apartment.

I can say in all honesty that you will not find a more suitable and reliable person to rent this apartment.

Please do not hesitate to contact me if you have any other questions about his/her.

Respectfully yours,

[Name and Signature]
[Contact Details]

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Letter of Introduction for Teaching

MR JOE SMITH
X HIGH SCHOOL
NEW YORK, 10010-4046
UNITED STATES OF AMERICA

Dear Mr Smith

I am writing to express my interest in the position of High School English Teacher. I am applying for this post because (name of school) is known for rigor in teaching and inspiring curiosity in students without losing sight of the fact the rigor and fun can co-exist. This is my teaching philosophy so I believe I would fit in well in this type of environment.

I am presently teaching at (name of school) where I am responsible for teaching English to grades 7-9. I can foster a positive learning environment in the classroom and have a knack for conflict resolution.

I have managed to successfully increase the students reading and writing comprehension test scores every year for the past five years. I am proficient in Common Core Standards and know how to motivate students for success. I hope to be able to apply my tried-and-true teaching methods to contribute to your excellent standards.

My training and knowledge give me the ability to capture the attention of students while teaching them proper use of the English language. I try to go about teaching literature, grammar, spelling and writing in creative ways. I believe in using practical examples from real life to which students can relate. This is where it becomes important to incorporate the use of technology into the learning environment and I have learned how to do this effectively. I was excited to learn that you encourage the use of technology in the classroom at (name of school).

My years of experience allow me to design tests and exams that will help to evaluate how well the students are learning. I always make sure they understand what they have been taught before moving on to the next level.

I have the communication skills to convey information to students, parents and colleges clearly and efficiently in spoken or written form. It is sometimes difficult to convey complex information in a form that's simple for students to grasp but I believe this is one of my strongest skills.

You may also see Personal Letter of Recommendation. Please upload a copy of your document(s) to be reviewed. When I first hired Geoffrey, he was a 22 year old straight out of culinary school and I could tell immediately that he was a force to be reckoned with. Allow me to explain. This type of writing ensures that right-off-the-bat the future employer gets a positive impression of the applicant. 22 Wellington Ave Albany, NY 12204 Dear Mr. Kobalski It is my distinct pleasure to recommend Carolyn for the position of customer service agent within your reputable and distinguished company. His compassion for slower learners is what separates him from the rest of the pack as he will gladly stay well after class to assist a student. His passion for Mathematics and his inherent ability to educate adolescent minds leaves this ex-math professor simultaneously inspired and humbled. The individual giving the recommendation should post their job title and detail whether or not they've worked with the employee in a supervisory position. My restaurant has grown in popularity over the years and we've been able to keep a steady turnover throughout both dinner and lunch services. The letter should ideally be written by a supervisor or manager, someone who has had direct contact with the candidate and who has been able to observe their proficiency first hand. Academic It is never too early to begin putting together your CV, whether you plan to use it to apply for teaching fellow positions, research opportunities, postdoctoral fellowships, or academic jobs. I am constantly impressed by this young man's ingenuity and fearlessness in the kitchen and he's left me with a newfound enthusiasm and optimism in the next generation of chefs. Carolyn is known around the office as a powerhouse simply due to her consistency and unflappability. Her intuition and her fresh approach to advertising would make her an ideal candidate for creative director at your firm. Writing a recommendation letter full of deception and untruthfulness will not look good on the fellow that you recommended and it will certainly not look good on you. Angela was able to comfort the distressed son's mother as she explained the necessity of initiating mechanical ventilation to prevent Acute Respiratory Distress Syndrome. Thank you for your time and consideration. I can remember a particular instance in which a young line cook cut his finger, crippling the efficiency of our kitchen staff. The main point of this letter is to make the case that the applicant will be successful in the target position. These pieces of paper carry with them the potential of making or breaking a person's job application and as such, you carry that burden of promoting that said person. Professional Recommendation LetterDetailsFile FormatWordApple PagesGoogle DocsFree DownloadSample Job Recommendation Letter TemplateDetailsFile FormatWordApple PagesGoogle DocsFree DownloadLetter of Recommendation for Employee TemplateDetailsFile FormatWordApple PagesGoogle DocsFree DownloadSample Recommendation Letter for Citizenshiprphelper.comDetailsFile FormatSize: 33.9 KBDownloadAlways remember to be honest in writing a recommendation letter. To be clear, it is rare that a single employee receives more than two over the course of a few weeks. While this can be an easy task to achieve, it is important to keep in mind certain thresholds when looking out for a recommendation letter that will count. This gentle leadership was illustrated when a new recruit received a complaint from an irritated caller. Her and her team are single-handedly responsible for doubling the target market awareness of one of our most valued clients over the course of a single year. You do understand the firm that the letter is intended for and thus certain things will count more than others will. A strong letter of recommendation will clearly outline why the individual giving the reference is qualified to do so, it will be customized to the desired new position if possible, and it will provide specific examples as to why the applicant is eligible for employment. Below we've provided a guide complete with examples on how to write a strong and effective letter of recommendation. Feel free to contact me at your convenience at (876) 543-2334, or at principalsteinberg@smithsonsecondary.org if you have any questions. It is for this reason that mothers, fathers, family and close friends should never be asked to write a letter of recommendation by their sons, daughters and other family members or close friends.You may also see job recommendation letter templatesUniversity Recommendation Letter Templatesampleletterz.comDetailsFile FormatSize: 8.9 KBDownloadPersonal Letter of Recommendation Samplelivecareer.comDetailsFile FormatSize: 2.5 KBDownloadIf anyone comes running to you for a recommendation letter and you cannot give an honest and positive endorsement to that person, then it is better to politely decline that person. In our weekly team meetings, she is kind and considerate when others voice their concerns, and she's an expert at providing constructive criticism so the newer employees have the opportunity to elevate their quality of service. If you are an employer and writing a recommendation letter for your employee(s), you can take note of the following points:Address the letter directly to the employee.Write about the skills and experiences the employee(s) has shared in the company while he/she was working.Write the letter clearly and briefly.Try to avoid any language errors and be professional when you write it.Follow a business letter writing format.If you are looking for ideas to create a Recommendation Letter for an employee, you can check out Recommendation Letter Templates.Simple Recommendation Letter TemplateDetailsFile FormatWordApple PagesGoogle DocsFree DownloadIf you are looking for recommendation letter templates then chances are someone asked you to write you one. To get started, take a look at our two resume and cover letter guides: Watch the "How to Write a Resume" tutorial—while designed for Harvard undergraduates, it is appropriate for graduate students, too. This also helps in clearing any misunderstandings that may grow due to your refusal of the request. Far from it, before you even agree to write a letter of recommendation, you must make sure that you know the candidate well enough to give an honest observation, and recommendation of the person's skills, but not know too much that any description and opinion you are going to write about the said person becomes biased. In this manner, he/she/they can cater the information to highlight attributes which will directly relate to the new job, ensuring the most effective letter possible. A handwritten signature can be given if the letter is to be mailed, otherwise, a typed signature will be sufficient. Alternatively, a friend, colleague, neighbor, or family member can be used to provide a more personal, character reference; however, offering insight from a professional standpoint is the ideal. I could not be more confident in my prediction that she would be a valuable asset to any company who has the privilege of hiring her. Many of his dishes have made it onto our regular menu and most of them have been praised by the restaurant critics we've had the pleasure of hosting (read about his work in Bill Daley's food column). Updated April 13, 2022The recommendation letter for job is often demanded by employers during the hiring process and can play a key role in whether the applicant in question will gain employment. They provided a specific example of how she is qualified due to her ability to handle high-stress situations with ease. Recommendation letters are letters and documents that should never be given willy-nilly. This enthusiasm and firm grasp of advanced concepts allowed him to design a course which engaged his students and bring a liveliness to a subject normally consider bland to most teenagers. Although we are disappointed to see her leave our company, we trust that our loss is truly your gain. Example 1 One of the chief reasons I believe Demar to be a strong asset to your team is his ability to adapt to new work environments. Sincerely, Jennifer Clooney Marketing Direct STORK Marketing Group jclooney@storkmg.com (567) 439-9823 Notice how each example leaves a decidedly positive final impression on the reader, stating that the writer's "highest recommendation" was given, or that the candidate has the writer's "strong support". In most cases, a successful application for a job will require the backing of a recommendation letter. Paragraph #1 The first body paragraph should expand on what was stated in the introduction. Below you'll find a couple of examples of strong closing paragraphs. You can also see complain letter team. I am sure that he will be an invaluable addition to your restaurant staff and I look forward to observing his progression as a chef under your expert watch. Best, Geoff Steinberg Principal Smithson Secondary School principalsteinberg@smithsonsecondary.org (876) 543-2334 Example 2 Adriano has my highest recommendation for the position of marketing coordinator at Greg Horton International. If you cannot attend our group programs, consider meeting with an adviser to get feedback on your materials. His passion for the culinary arts is exemplified in the speed at which he retains knowledge, his eagerness to learn, and most importantly, in the quality of the food he provides our guests. I slowly allowed him to create dishes which would compliment our menu while giving him the opportunity to express himself. Conclusion The final paragraph of the letter should provide a brief summary of the body paragraphs and re-state why the applicant is receiving the writer's recommendation. Example 2 To whom it may concern, I'm very pleased and privileged to be able to provide this recommendation for Joe, who's worked as a dental hygienist at my practice for the past 4 years. The individual selected to provide the recommendation should be a well-respected source, one whom the applicant has worked directly under for a significant period of time. Be sure to keep an archival version for

most challenging clients are concerned as she is gifted at assessing the customer's demand, along with that of the general public, to formulate as effective a marketing campaign as possible. I've seen the results as well, students who have struggled to pass in previous years get into Mr. Talisman's class and meet, if not exceed, their own expectations. The same can be said in our second example as the paragraph references an actual patient to underline the nurse's professionalism. Example 2 Compassionate and professional. Angela has been an asset to Moncton General Hospital where she has perpetually provided our patients with superlative medical care. If the said person still insists then it is better to explain that you are simply not comfortable with writing one or that your professional honor is on the line with each recommendation you make. Note that above the introductory paragraph is the full name, position, company, and address of the employer. The grace she possesses as she handles the enormous amount of stress that accompanies this profession is nothing short of astonishing. Who Can Write a Letter of Recommendation for a Job? How to Write (Format) A recommendation letter shouldn't be a 20-page essay, but it must also exceed a paragraph or two. Regards, Chef Jean Gaspe Restaurant Indigo 1745 N Hasted St, 60614 jeangaspe@gmail.com (312)-867-0001 There are exceptions: If you are a student or recently have been in school, do not have recent work experience, or do not have relevant work experience, a professor or other personal contact might be a better choice to write the recommendation. What to Include This letter should be brief, formal, and specific. I am confident that he will make a valuable addition to any dental practice he joins. Good teachers only come around once or twice in a student's schooling. Mackenzie Talisman is one of them. How to Properly Prepare Before writing the letter, the individual providing the recommendation should be given as much information as possible about the position being sought out by the applicant. You may also see coworker recommendation letter templatesVolunteer Services Recommendation Letter Templatesampleletterz.comDetailsFile FormatSize: 9.1 KBDownloadRecommendation Letter for an Engineering Studenthotcoursesabroad.comDetailsFile FormatSize: 2.7 KBDownloadThis does not mean that you just go ahead and sing praises to the first person asking you for a recommendation letter. I trust that you will make the correct decision in hiring this young man. This is exactly where I have found Mackenzie shines most. His analytical expertise, his extremely strong communication skills, and his ability to work independently and in a team environment make him an ideal candidate for employment. Below there are two examples of a strong introductory paragraph. Also consider meeting with an OCS adviser to get feedback on your application materials. This generally means long, stressful, hot hours with little to no time for breaks. It is important that the person selected can provide an honest assessment of the character and work ethic of the individual seeking employment, they should be able to supply specific anecdotes and examples which speak to the employee's integrity. His demeanor remains the same; calm and positive. Below we'll go over each paragraph that should be included in a letter of recommendation in order to ensure that each one serves its purpose as effectively as possible. In one instance, we had an 8-year-old boy with a severe case of pneumonia experiencing respiratory failure. She has the innate ability to strike the balance between sympathetic and pragmatic with each individual case, regardless of the length of her shift or the condition of the patient. Once you decide to start exploring opportunities outside academe, you may need to recreate your CV as a resume. Sincerely, Alan Cornwall Customer Service Administrator Padlock Antivirus Inc alancornwall@padlockantivirus.com 456-444-4455 Sample 2 To whom it may concern, It is my pleasure to be able to provide a recommendation for Mackenzie Talisman as he attempts to advance his career through the position of mathematics teacher at your educational institution. The result: rave reviews. Doing so can give the person insight on himself or herself. Not only does Geoffrey possess a creative and inventive mind, he brings to the kitchen a work ethic I've rarely seen in my 20 years of experience. Feel free to call the below number during normal business hours, or email me at the posted email address if you have any questions at all. Geoffrey thrives in this environment. In conclusion, I cannot recommend Mr. Talisman as a member of your faculty enough. Thank you for your time and feel free to contact me if necessary. I can recall one occurrence which would ruin most young chefs: the front of house punched the bills unskillfully, leaving us with a "white-out" within 15 minutes of opening the kitchen. He clearly has the intrinsic qualities of a salesman as he soon developed the instincts to identify a strong lead and the persistence to properly close. It's been a weight off my shoulders knowing that I can trust Joe to provide a thorough cleaning and an accurate assessment of each individual who sits down in the chair. There's a particular example that comes to mind in which I found her, working 45 minutes overtime, ensuring that a particularly arduous customer received thorough instruction changing the ink of their printer (we're an antivirus software distributor). Thank you very much for your time. It's important to state that the employee comes "highly" recommended to really drive home the quality of their work. Doing so will come back and bite you. There is no point running to the top management because of the fact that they are more conspicuous, this exposes you to the possibility of acquiring general recommendation letters template that do not reflect your inner self.Sample Recommendation Letter for MBADetailsFile FormatSize: 9.1 KBDownloadPrintable Sample Recommendation Letter For InternshipDetailsFile FormatSize: 10.4 KBDownloadFree Recommendation Letter for Higher Studies Word FormatDetailsFile FormatSize: 9.3 KBDownloadRecommendation Letter for Former Employee TemplateDetailsFile FormatSize: 10.2 KBDownloadSample Recommendation Letter for Colleague TemplateDetailsFile FormatSize: 10.3 KBDownloadSome of the companies will have a policy of sending formal letters to the person cited in your simple recommendation letter for an inner view of your exact skills. Having a person well versed will you will ensure consistency in what they submit to such employers and boost your chances of securing the job.Speaking your mind to the person writing you a recommendation letter is as well a good path to walk. While we're disappointed to see him leave our faculty, we're sure that you will benefit greatly from our loss. When teaching mathematics, it's not uncommon for a teacher to lose a few students when complicated themes and topics are presented. 5th Avenue San Diego, California 92103 Dear Mr. Johnson, It is my pleasure to deliver this letter of recommendation for Daniel Harrison as he strives to fill the position of administrative assistant at your reputable company. It is a good idea to also have your CV reviewed by someone in your department, ideally by a junior faculty member or postdoctoral fellow who has been on the job market within the last several years and is up-to-date on current trends in your discipline. As regional manager at Perrier Jordan Inc., and as his direct supervisor, I've had the opportunity to observe Daniel's work ethic on a daily basis as he's done an exemplary job ensuring the efficiency of the day-to-day operations of our office. The two examples are given to cater to the position the applicant is attempting to acquire. Akilah's creative thinking skills were exemplified in her ability to provide an effective advertising campaign for one of the agency's largest clients. If you still want to help the person, however, one good advice is that you discuss your reasons for declining to write the letter of recommendations and your reservations with the said person. As the Principal at Ridgemont High, and a previous math professor myself, I have been able to observe the qualities of a natural born teacher in Mackenzie. Just three months ago he broke the regional record for the number of sales made by a junior salesman in a week, providing six happy homes with Zypher Air Purifiers (not an easy sell due to the accompanying price tag). Then, selectively include the most important and relevant information when you tailor your CV for a specific opportunity. His work ethic, his leadership skills, his creative ability, and his humble dedication to the culinary arts is something that comes along maybe once a decade. His keen knowledge of the subject matter exceeds the qualifications of many university positions, his approach to teaching facilitates his students to learn for themselves, and his compassion for his students is inspiring. Not only did she integrate this new platform into her workload, she received seven rave reviews from satisfied customers within the first two days of launching our chat feature. Our first example focuses on the applicant's ability to adapt to new work environments and it goes on to detail his recent accomplishments to justify the claims made by the writer. You can also connect with alumni in Firsthand Advisers for a resume critique. In both examples, the writer makes a statement in saying that it is "their pleasure" or that they are "privileged" to provide the recommendation. Geoffrey, for whatever reason, is unflappable. A distinct quality/attribute should be focused on, and specific anecdotes/examples should be used to justify the statement. Introduction The introduction paragraph is used to provide the employer with the name of the individual to whom the writer is giving a recommendation, the nature of the relationship held between the writer and applicant, and the qualifications of the writer. He steadily moved up the ranks, adapting to each new challenge and responsibility with fervor. Note that OCS advisers are generalists, working with all 55+ GSAS departments. Best, Blanche Greenberg School Principal Campbelltown Highschool principalgreenberg@campbelltown.org (455)-899-9990 Sample 3 Talia Hardencash Head Chef Don Quixote 345 Main St Chicago, IL, 60443 Dear Chef Hardencash, I would like to take this opportunity to give my highest recommendation to Geoffrey Perrier as he strives to assume the sous chef position at your esteemed restaurant, Don Quixote. The examples are too many to number but her 4 years of experience in our PICU has provided her with more than her fair share of opportunities to test her mettle. Example 1 Mr. Gregory Johnson Office Manager Pendiction Corp. Most of the time, one may resort to praising how good you are at work without mentioning any specific thing about you - this is empty talk. The best person to make this case is usually a current or former supervisor. The ease with which she communicates with the kitchen and servers, and the care and consideration she gives to each customer we serve, enables me to rest easy knowing that my restaurant is providing a premier dining experience each night. A resume/curriculum vitae should be given to the writer prior to the composition as it will enable them to see the qualities underlined by the applicant. In the first two years I had him working on the line he never showed up late and never once complained. Having letter samples that underscore a specific capability will make your potential employers take you more seriously.Sorority Recommendation Letter Template MS Wordsampleletterz.comDetailsFile FormatSize: 10.1 KBDownloadSchool Template Example in Wordsampleletterz.comDetailsFile FormatSize: 9.2 KBDownloadScholarship Recommendation Letter TemplateDetailsFile FormatSize: 9.4 KBDownloadSample Editable Recommending a Friend For a JobDetailsFile FormatSize: 11 KBDownloadPrintable Sample Recommendation Letter From ProfessorDetailsFile FormatSize: 10.2 KBDownlaodRecommendation Letter for Promotion Template ExampleDetailsFile FormatSize: 9.1 KBDownloadFree Sample Recommendation Letter for PHDDetailsFile FormatSize: 9.1 KBDownloadSomeone who well understands you and your capabilities must draft your recommendation letter. Let's look at a few more examples. Next, check out the calendar for resume and cover letter workshops, virtual drop-in resume reviews, and other nonacademic job search events. A quick study and critical thinker, Demar took only four months to exceed quotas and sell at the same rate as those with years of experience. Her adaptability was exemplified when we introduced an online chat feature on our website, a development which demanded the ability to multitask at a high-level from all of our customer service agents. In conclusion, I would like to express that I am certain Carolyn would make an invaluable addition to your staff. Mr. Patel is a wonderful role-model, a hard worker, and a passionate educator who I'm confident will surpass your expectations. Along with his strong work ethic, Geoffrey brings a fresh innovative approach to the dishes he creates. Example 2 Akilah's creativity and critical thinking have enabled her to produce some of our advertising agency's most prolific and powerful work. Instead, he introduced an interactive game that launched his pupils into the beginnings of calculus, the result of which allowed his students to receive a fuller understanding of the daunting subject from the get-go. Despite being understaffed that evening, Geoffrey took it in stride and was able to effectively lead his team to ensure that each dish was served on time and with the same high-quality we expect. In conclusion, Geoffrey Perrier is, in my opinion, on his way to becoming one of Chicago's best chefs. You may also see recommendation letter format templatesOtherwise, it is perfectly acceptable to say "I do not feel that I am the best person to write you a recommendation". Within two years, he assumed the position of sous chef, a feat which is unheard of at my restaurant. A recommendation letter should only be written if a great one can be provided, otherwise, it could have an adverse effect and ultimately be detrimental to the applicant's chances of getting hired. As her direct supervisor, I have been able to observe her exceptional communication skills, her work ethic, and her adaptability first hand, allowing me to use her as an example to the rest of my customer support team on how to provide our clients with the best support possible. Thank you very much for your time and feel free to get in touch with any questions whatsoever. Her ability to adjust to new circumstances, quietly lead by example, and improve upon any work environment she enters makes her an ideal candidate for a customer service position of any kind. You may also see free recommendation letter templatesSample Training Recommendation Lettersampleletterz.comDetailsFile FormatSize: 10.3 KBDownloadNursing Letter of Recommendation Templateoverlettersandresume.comDetailsFile FormatSize: 2.8 KBDownloadTenant Recommendation Letter Templatesampleletterz.comDetailsFile FormatSize: 9.1 KBDownloadAny recommendation letter worth the attention of employers must well highlight your skills and capabilities. This letter will help the employee(s) to further their careers. A resume is typically 1-2 pages, though the length and content depend greatly on the job you seek. If an exact position can't be pinpointed, the prospective employee should provide the writer with examples of the types of jobs they will be applying for. He came to us directly after his student teaching internship, equipped with a masters degree in applied mathematics and an infectious enthusiasm for teaching the subject. She clearly stated the risks and answered all the mother's questions to ensure she understood that everything would be done to restore her son back to full health. Any fibs and wrong information you are going to feed the letter of recommendation with will be found out sooner or later. Sample 1 Mr. Stephen Kobalski Regional Manager Lantech Corp. Please feel free to give me a call or send me an email and I'd be happy to provide any further information if necessary. Both of these intro paragraphs set up the writer to present an argument in the remaining body paragraphs. A well-constructed letter will consist of an introduction, 2-3 body paragraphs, and a conclusion, and it should fit nicely on a single page. Both examples also give a list the applicant's qualifications while stating the relationship held between the writer and the employee.

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