

[INSERT THE DATE OF SENDING]

[INSERT THE NAME OF THE DESIRED RECIPIENT]

[INSERT THE MAILING ADDRESS]

[INSERT THE POSITION OF THE DESIRED RECIPIENT]

Recommendation Letter: [INSERT THE NAME OF THE APPLICANT]

Dear Mr. [INSERT NAME OF THE DESIRED RECIPIENT],

Good day. I am Mr. [INSERT THE NAME OF THE SENDER], the Human Resource Manager of [INSERT THE NAME OF THE COMPANY]. I am writing this letter to inform you and make a great recommendation for the above mentioned applicant.

It is with great confidence that I recommend [INSERT THE NAME OF THE APPLICANT] as a qualified applicant for a position in your good company. [INSERT THE NAME OF THE APPLICANT] was utilized by our company as [INSERT NAME OF THE POSITION PREVIOUSLY HELD] from [INSERT EMPLOYMENT DATES]. He was in charge of [INSERT THE JOB DESCRIPTION AND RESPONSIBILITY].

[INSERT THE NAME OF THE APPLICANT] has great work abilities. He is totally dependable and very proficient. He can work freely and can complete any task. He is adaptable and willing to take extra hours to work on an assigned task. He is an imaginative and committed employee and who can be relied upon at all times.

I believe that [INSERT THE NAME OF THE APPLICANT] would be a huge asset to your organization and has my endorsement. It is my earnest hope that he finds an organization with the assets to help him develop his craftsmanship.

Sincerely yours,

[INSERT NAME OF THE SENDER]

[INSERT NAME OF THE COMPANY]

[INSERT POSITION NAME]

Signature

Sample Recommendation Letter For Boss

Sid Kirchheimer

Sample Recommendation Letter For Boss:

The Complete Idiot's Guide to Cool Jobs for Teens Susan Ireland,2000-03-01 From beaches and amusement parks to fast food restaurants babysitting and clerking more teens are looking for jobs than ever before With the help of this guide to cool jobs they will know what to expect and what employers will expect of them [A Handbook for Letter Writing](#) SC Gupta,2018-04-20 A Handbook for Letter Writing is a comprehensive exhaustive book which has been designed to help in learning the art and techniques of writing letters The words and language that are being used while writing a letter not only shows our knowledge but also reflects our personality The present book on letter writing has been divided into five chapters namely An Introduction of Letter Writing Informal Letters Formal Letters Reference Recommendation Letters and Email This book contains various types of letters Personal Business Letters Applications Official Letters Application Writing Apology Condolence etc The book also contains the E mailing Report Writing and Press Release sections A simple and easy language with the latest pattern has been used in this book This book will also help you in developing the research and writing skills

[Learning the Ropes](#) Ferguson Publishing,2009 Provides basic information about how to be successful in the workplace with tips on fitting into the job employee rights and problem resolving skills **Papers to Success** Michael Benedict Andrade Lopez,2019-06-16 Papers to success is your step by step guide on how to write five essential types of business documents It is a must have for entrepreneurs corporate executives and business students Business writing should be easy and profitable Let this eBook be your pen *Scam-proof Your Life* Sid Kirchheimer,2007 Provides consumers with information on ways to protect themselves from scams covering such topics as homes credit cards identity theft and travel

Making It Work Hirokazu Yoshikawa,Thomas S. Weisner,Edward D. Lowe,2006-12-07 Low skilled women in the 1990s took widely different paths in trying to support their children Some held good jobs with growth potential some cycled in and out of low paying jobs some worked part time and others stayed out of the labor force entirely Scholars have closely analyzed the economic consequences of these varied trajectories but little research has focused on the consequences of a mother's career path on her children's development Making It Work edited by Hirokazu Yoshikawa Thomas Weisner and Edward Lowe looks past the economic statistics to illustrate how different employment trajectories affect the social and emotional lives of poor women and their children Making It Work examines Milwaukee's New Hope program an experiment testing the effectiveness of an anti poverty initiative that provided health and child care subsidies wage supplements and other services to full time low wage workers Employing parent surveys teacher reports child assessment measures ethnographic studies and state administrative records Making It Work provides a detailed picture of how a mother's work trajectory affects her her family and her children's school performance social behavior and expectations for the future Rashmita Mistry and Edward D Lowe find that increases in a mother's income were linked to higher school performance in her children Without large financial worries mothers gained extra confidence in their ability to parent which translated into better test scores and

higher teacher appraisals for their children JoAnn Hsueh finds that the children of women with erratic work schedules and non standard hours conditions endemic to the low skilled labor market exhibited higher levels of anxiety and depression Conversely Noemi Enchautegui de Jesus Hirokazu Yoshikawa and Vonnie McLoyd discover that better job quality predicted lower levels of acting out and withdrawal among children Perhaps most surprisingly Anna Gassman Pines Hirokazu Yoshikawa and Sandra Nay note that as wages for these workers rose so did their marriage rates suggesting that those worried about family values should also be concerned with alleviating poverty in America It is too simplistic to say that parental work is either good or bad for children Making It Work gives a nuanced view of how job quality flexibility and wages are of the utmost importance for the well being of low income parents and children

Step by Step: How to Save

Thousands on College Tuition Andrea N. Johnson, Ph.D.,2017-08-11 This book has been designed to assist high school students parents undergraduate and graduate students as well as those thinking of returning to school with the college planning process Topics include how to locate scholarships managing student loan debt and barriers that prevent students from completing their degrees or that prolong the time that they are enrolled in school

How to Get a Job and Keep it

Dorothy Y. Goble,1985 The Encyclopedia of Business Letters, Faxes, and E-mail Robert W. Bly,Regina Anne

Kelly,2009-01-01 A practical guide to drafting time saving and effective e mails faxes and memos for every occasion comes complete with three hundred model letters and instructions for adapting each one to fit a particular need Original

Strategies Sharon K. Ferrett,1995 This text helps students begin their job search with self assessment and move through each key step including research networking writing resumes and cover letters completing a successful interview and how to get promoted The book emphasizes maintaining energy and morale throughout the job search

Effective

Business and Workplace Communication Chandrabhaga Desai,2025-01-03 Effective Business and Workplace Communication is your essential guide to developing crucial skills for business and communication This book covers everything you need to know about entering the workforce and interacting effectively within professional environments We explore fundamental communication principles for job seekers and business professionals focusing on building healthy communication effective interviewing relational communication mediated communication and presentation skills You'll learn how to create an impactful resume negotiate with interviewers understand diverse workplaces develop leadership qualities and deliver effective presentations Our book also addresses maintaining a balance between work life and personal activities teaching laws and guidelines governing workplace interactions We highlight the importance of professionalism handling workplace romance addressing sexual harassment and fostering a supportive team environment We guide you on excelling at work managing time effectively and maintaining excellent performance You'll also gain insights into various communication systems media types and writing techniques Finally we emphasize the significance of balancing work and personal life providing tips to help you achieve harmony This book is a comprehensive resource for anyone serious about business and

communication *Dismissal* William J. Morin,Lyle Yorks,1992 **Finding a Career That Works for You** Wilma Fellman,Wilma R. Fellman,2007-09 Updated with the latest research this guide is essential for people who are in the process of choosing a career and finding a job By teaching how to better understand one's interests aptitudes personality and goals practical tips are provided on how to find a job in a chosen field where to search for available jobs the best ways to prepare a resume how to write a cover letter and how to make the best impression during a job interview Filled with personal stories of people who have found work they love despite potentially overwhelming challenges this book is a road map to finding the perfect career *The Sample Case* John Cooper Fenimore,Riley N. Hull,Charles Edmund Barker,1941 *Effective Business Communication* Jennifer MacLennan,1999 *Business and Administrative Communication* Kitty O. Locker,2006 This Seventh Edition of Business and Administrative Communication by Kitty Locker is a true leader in the business communications field Beyond covering the broad scope of topics in both oral and written business communication Locker's text uses a student friendly writing style and strong design element to hold student attention Real world examples and real business applications underscore the relevance and importance of the material presented to the classroom experience and to the students careers Kitty Locker's text also conveys the best possible advice to students through its research base the author's reputation as a contributor to this field of study lends an even greater element of teachability and relevance to this market leading title Locker continues to lead the pack with innovative technology offerings the BComm Skill Booster PowerWeb round out the learning experience with Business and Administrative Communication *How to Write Successful Letters of Recommendation* Kimberly Sarmiento,2014-12-22 Letters of recommendation are a part of every standard school or job application As an employer professor colleague peer or friend chances are that at one point or another you will be asked to put a person on paper and every word counts How to Write Successful Letters of Recommendation is your one stop source for painting the perfect picture in just one short letter You will learn everything you need to know about writing the perfect letter of recommendation that will get your friend colleague or student accepted or hired The most effective letters of recommendation are accurate succinct descriptive and powerful and include realistic evaluations of performance and capability With ideas about how to start your letter and topics to include this complete guide will teach you how to do just that as you construct the perfect letter from start to finish Outlined in ten easy steps this complete guide gives you the tools you need to write reference letters that your employees colleagues students and friends will appreciate This book is filled with tips and tricks for personalizing the letter and making your friend student employee or coworker shine With a word bank of powerful phrases and descriptive words you'll have everything you need to make your letter stand out at your fingertips Sample letters of recommendation are also included along with explanations of why each one is effective and tips for replicating these letters in just minutes You will learn about the different types of recommendation letters from employment to academic to volunteer and how to direct your letter to the appropriate audience You'll even learn what to do

if someone you haven't worked with closely asks you to be a reference or how to deal with being asked for hundreds of recommendations at once This exhaustively researched book will even teach you how to politely avoid writing letters for those people you aren't quite comfortable recommending The Companion CD ROM is filled with templates examples word banks and worksheets so that you can easily learn to verify experience confirm competence build credibility and bolster confidence with just a simple letter A recommendation is more than just a letter it's often make or break in a candidate's application for school volunteering or employment With the step by step instructions and writing guidelines in this book you will learn how to write introductions opening statements the body including a well written vivid assessment of character and work ethic and a strong conclusion This new book will also teach you how to appropriately sign your letter and will provide you with tips of re reading and editing it to make sure you gave an effective recommendation We spent hundreds of hours interviewing high school teachers college professors employers and more who have nailed the art of composing effective communications With How to Write Successful Letters of Recommendation your employees colleagues students and friends will see you as their go to source to helping them succeed in their next big venture **Engineering and Mining Journal**
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