

## LETTER OF RECOMMENDATION BY SUPERVISOR

Jane Williams  
Pacific Corp  
47 Ocean Street, Suite 12  
Los Angeles, CA 90001

March 18, 20XX

Andrew Lee  
Atlantic Operations, Inc.  
41 East 14th Street, Fourth Floor  
New York, New York, 10001

Dear Andrew,

John Wilson has worked for me here at Pacific Corp. for four years. He started as an intern and quickly rose to an administrative position while still attending classes at Ocean Community College.

He quickly became one of our most valued employees, the person everyone went to with questions and special projects. His dedication and willingness to work long hours to get the job done have made him a favorite team member for everyone on staff.

I highly recommend John for your assistant position. In his time at Pacific, he has shown the technical, organizational, and interpersonal skills that make for a truly exceptional administrative assistant. In particular, I know that you're seeking someone with exceptional customer service and telephone skills, as well as the ability to get up to speed quickly with proprietary software. John offers all these skills, plus adaptability and grace under pressure.

We will miss having John on our team, but our loss can be your gain. Please don't hesitate to contact me with any questions.

# Sample Recommendation Letter For My Boss

**Robert W. Bly, Regina Anne Kelly**

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**Papers to Success** Michael Benedict Andrada 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.

**Celebrate Life's Lessons** Marene J. Austin, 2013-07-03 Marene J. Austin had a dream that eventually compelled her to write *Celebrate Life's Lessons*. The book is about how she turned the story of her own life into a walk of faith. She was always hearing a voice and blindly followed that voice to her success. Marene has a humorous way of presenting life's lessons. It is all about how a person can learn to dream and then turn that dream into a reality.

**Linguistics for Translators** Ali Almanna, Juliane House, 2023-12-22 This engaging and accessible textbook by two leading experts is a carefully crafted introduction to linguistics for translators, students and researchers of translation. Starting with basic concepts and gradually moving readers to the central questions in different branches of linguistics, examples are drawn from English and many other languages including German, Arabic, Kurdish, Swahili, French and Chinese. The key areas of linguistics are covered from morphology and syntax to semantics, pragmatics, discourse analysis, stylistics, sociolinguistics and cognitive linguistics. Striking a balance between theoretical developments and empirical investigation, readers gain both a comprehensive overview of linguistics and how it informs their work in translation and learn how to argue for analysis and annotate their own answers and translations academically. Each chapter provides the reader with an overview outlining the main points and technical words used in the chapter as well as illustrative examples, recommended readings and resources, and activities to test knowledge. This is the ideal textbook for undergraduate and postgraduate students of translation in Translation Studies, Linguistics and Modern languages.

**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 Basic Business Communication** Raymond Vincent Lesikar, 1991

**Railroad Men**, 1916

**Modern Japanese Grammar** M. Endo Hudson, Fumiko Nazikian, 2017-03-16

First published in 2013. As with its series counterparts, this is an innovative reference guide to the Japanese language, combining traditional and function based grammar in a single volume. In its two part structure, Part A covers traditional grammatical categories such as structural features of the language and the behaviour of parts of speech. With a strong emphasis on contemporary usage, all grammar points are richly illustrated with examples written in a combination of hiragana, katakana and kanji, alongside romanizations and sentence meanings in English. Part B is organised around language functions such as expressing likes and dislikes, giving and seeking information, making decisions and apologising. This function based presentation is an invaluable guide to the situationally appropriate use of Japanese for learners at all levels. The two parts of the Grammar are closely linked by extensive cross references, providing a grammatical and a functional perspective.

on many patterns in the language This is the ideal reference grammar for learners of Japanese at all levels from novice to advanced No prior knowledge of grammatical terminology is assumed and a glossary of grammatical terms is provided 5

**Steps to Take Before Your Next Job Interview** Lawrence OLeary, PhD, 2016-06-15 Lawrence OLeary PhD found through his research that up to 90 percent of Fortune 1000 organizations use very similar formats for employment interviews He reveals that format and draws upon his more than thirty five years of experience conducting employment interviews to help job seekers get the positions they're targeting Learn how to Identify what the interviewers are after in your specific interview well before you participate in the interview Develop an awareness of the types of questions your interviewer's will ask and how to prepare Prepare your answers to many of the anticipated questions in your specific interview prior to being interviewed Avoid a number of behaviors that weaken job interview performance Identify the types of employment tests that may accompany your interview what they measure and how to do your best on the tests With a special chapter devoted to military veterans they can learn how to communicate the value of many of their military experiences in support of their qualifications for the specific civilian job they are pursuing In combination with the other seven short chapters the veteran will go into the entire selection process thoroughly well informed An added value to this book is that it not only prepares you for many types of employment interviews but also the interview for the specific job you are pursuing Just as important you'll learn why competencies are such a focus during the interview and why employers tend to follow the same format when seeking job candidates Get the insights and tools that will help you get the job you are pursuing with *Five Steps to Take Before Your Next Job Interview* p p This book gives you a peak behind the curtain of the employment interview to reveal those essential elements all job seekers need to learn in order to best showcase their skills and abilities in the interview Therese Macan Ph D Professor Department of Psychological Sciences at the University of Missouri St Louis The military veteran will find in Chapter 4 *Using Your Military Experience as an Asset* an unusually practical guide for translating military language and accomplishments to the civilian world Any veteran who takes the time to study this chapter and work through the examples can walk into the job interview with confidence Ed Gaydos Ph D veteran of the United States Army Vice

President of a Fortune 1000 organization retired **The Job-seeker's Guide** Donald E. Klingner, Anthony James Davis, 1980 Practical exercises help evaluate current jobs determine what kind of job would be most desirable in the future and suggest an approach for acquiring that position

**The Five O'Clock Club Job Search Workbook** Kate Wendleton, 2007 The Five O'Clock Club Job Search Workbook presents a highly successful national job search program with an approach to career development The keystone to the Five O'Clock Club philosophy is educating members about the entire hiring process This workbook presents information on how to plan a job search campaign and measure the effectiveness of that campaign write cover letters and resumes and prepare for interviews In addition the text covers the final stages of the job search process readers learn how to turn job interviews into offers and how to negotiate the best possible employment package Special

features of the workbook include assessment exercises target selection and measurement resume case studies campaign planning worksheets and two minute pitch development    *National Printer Journalist* ,1920    The Nation ,1901

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