

Sample Letter Of Recommendation Employment

NSU
National Standards University
123 United Blvd.
Anytown, Florida, 32265
(904) 234-1234 Fax (904) 234-5432

July 24, 2003

Dr. Ellen D. Jones
Director of Career Services
University of North America
123 Apple Tree Lane
Collegietown, North Carolina 22334

Dear Dr. Jones:

I am delighted to write a letter of recommendation on behalf of Florence Nightingale. I have known Florence for more than four years. She first came to me as a work study student to organize our year long career panel series while I was still Assistant Director at National Standards University (NSU). I would have to say Florence was one of the most thoughtful, thorough, and independent program planners that we had had at NSU. She encouraged us to pay special attention to such issues as minority representation as well as to produce a balanced and interesting set of events.

In 1999, when I took over the position of Director of Career Planning and Placement for the All American University, I had no professional staff to help me in the rather large task of offering direct services to 1000 students and several hundred active alumni/ae. The first student counselor I hired did not work out, and I immediately thought of Florence. Although she already had a heavy work schedule at NSU in addition to being a full-student, she accepted the position here to handle a full range of professional responsibilities, including career counseling, workshop leadership, and materials design. In these and in all of her endeavors, Florence has demonstrated creativity, adaptability, and abundant enthusiasm. I must say I would have had great difficulty "surviving" my first year on this job without Florence's help and support.

Individual and small-group work with students and alumni enabled Florence to enhance her counseling skills. Her administrative capabilities have grown, too, as she has sought new responsibilities and assumed new projects. Her contributions to staff development and her suggestions relating to programming have been impressive.

As a colleague, Florence is very enjoyable. She establishes rapport easily with all clients and fellow workers. She has succeeded in creating enthusiasm among all who work alongside her. Her sense of humor and easy-going personality have been much appreciated.

Florence has also been involved in the organization, "American School Women" and has single-handedly kept the organization alive through a series of well-planned programs. She is currently planning a panel of discussion on "Women in Educational Leadership."

Florence Nightingale is an extremely capable professional who is ready to assume managerial and supervisory responsibilities. She has my strongest recommendation. If you wish to know more about this competent and energetic individual, do not hesitate to contact me at (617-495-3427).

Sincerely,

Anabelle Jones

Anabelle Jones
Director

Recommendation Letter For A Director Position

Chandrabhaga Desai



Recommendation Letter For A Director Position:

Resource Management, 2005 Executive Branch Action on Recommendations of the Commission on Government Procurement United States. General Accounting Office, 1975 *Human Resource Management in Public Service* Evan M. Berman, 2010 The Third Edition of this award winning text helps readers develop key skills for success while also reminding them of the complex puzzles and paradoxes of management in the public sector It provides thoroughly updated and enhanced coverage with additional practical tools for managers and student job seekers more international examples more examples from hospitals and social services and new sections on ethics training motivation psychological contracts civil service reform and workplace violence *Recommendations of the Commission on Executive, Legislative, and Judicial Salaries* United States. Congress. House. Committee on Post Office and Civil Service. Quadrennial Pay Commission Task Force, 1981 **How to Write a Great Reference Letter** , *Managerial Communication* Dr. Nupur Angirish, Dr. Jyoti Gaur, 2023-12-22 Preface This write up is dedicated to our parents the ROFEL Trust Vapi and Suresh Gyan Vihar University Jaipur for their ongoing inspiration Hello and welcome to the realm of Business Training and Development The information for this book came from a variety of different writers and researchers on the subject as well as from our own training and teaching experiences The book is intended to aid managers and staff in improving performance achieving success and enhancing job happiness As we all know greater performance in business is especially linked to the person s work abilities and communication is not independent of this As everyone is aware greater performance in business explicitly refers to the person s work abilities and communication is not independent of this In terms of development better performance pertains to wider abilities that might improve both a person s personal and professional performance in addition to preparing an employee or manager for a position with more responsibility Understanding communication helps people define goals clarify their beliefs advance in their careers use learning management techniques and perform better at work while still enjoying their personal lives and relationships All businesses and organizations as well as employees and managers at all levels always need to enhance their communication skills Professionals in the business world educators engineers physicians accountants and construction workers Although adept in their fields professionals such as secretaries managers and lawyers sometimes struggle to communicate with coworkers superiors employees customers clients and partners Additionally all other abilities and knowledge are transmitted through conversation Learning communication skills and business understanding are topics covered in this book In various respects this book is special We both have teaching business and soft skill expertise and using that knowledge as a springboard we re on the right track to tackle the problem gently while offering essential doable advice on how to handle oneself and one s business Even though nothing in this world is flawless we have done our best to deliver the information in an engaging casual and easy to read manner Students majoring in business communication management law or home science extension will benefit from reading the book We anticipate that after reading this book you will concur

with us **A Manager's Guide to Employment Law** Dana M. Muir,2003-06-03 Managers at all levels are constantly challenged to do more with fewer employees to motivate diverse groups of people and to face up to tough people problems in their workforces An important key to managers success is accomplishing these goals while protecting themselves and their companies from legal liability Yet some in management tend to blame legal requirements for hindering progress toward solving problems U S law however provides managers with broad discretion in many employment situations and in most cases helps ensure that managers perform their essential functions in a way that is fundamentally fair while still supporting company goals A Manager s Guide to Employment Law will help managers make day to day decisions on how best to manage their employees and handle issues of legal liability Expert author Dana Muir identifies the subtle and unnecessary mistakes managers make that cause legal headaches and shows how becoming familiar with basic principles of employment law will enable them to develop an internal compass to help make the right decisions Each chapter focuses on legal concepts of broad application in today s workplace providing real examples of problems managers face and offering strategies for addressing those problems *Code of Federal Regulations* United States. Department of Agriculture,1999 Special edition of the Federal register containing a codification of documents of general applicability and future effect as of with ancillaries

Managing Your Career in Nursing Frances C. Henderson,Barbara O. McGettigan,1994 Career options have never been more complex or diverse Students staff nurses nurse administrators managers entrepreneurs and career counselors need expert career management to survive in the rapidly changing health care marketplace Here is a hands on workbook and a complete overview of current management strategies This practical resource provides nurses at all levels a solid base from which to direct their personal and professional growth *Bulletin* ,1986 **Youth Volunteers** Scott C.

Stevenson,2013-05-13 Originally published by Stevenson Inc this practical resource provides strategies for nonprofit organizations to recruit train motivate and reward young volunteers It addresses Beginning a youth volunteer program Tips and techniques to recruit young volunteers Connecting with and motivating young people in volunteer efforts Benefits and rewards for young volunteers Reaching and engaging college age volunteers Important topics covered include Volunteer selection guidelines Teen incentive programs College and university partnerships Online recruitment Communicating with younger volunteers Internships Grants and awards Youth volunteer benefits Cultural awareness Family engagement Working with first time offenders Youth volunteer boards Please note that some content featured in the original version of this title has been removed in this published version due to permissions issues **Hearings, Reports and Prints of the House**

Committee on Post Office and Civil Service United States. Congress. House. Committee on Post Office and Civil Service,1972 **Rowing News** ,1999-09-04 *Congressional Record* United States. Congress,1974 Journal of the House of Representatives of the United States United States. Congress. House,1941 Some vols include supplemental journals of such proceedings of the sessions as during the time they were depending were ordered to be kept secret and respecting

which the injunction of secrecy was afterwards taken off by the order of the House **Code of Federal Regulations** ,1995

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 **The Principal's Quick-Reference Guide to School Law** Dennis R. Dunklee,Robert J.

Shoop,2006-04-05 The authors have taken a topic which could cover volumes and produced a concise easily understood desk reference which I have already used on the job Stephen Harding Principal Terry High School MS Minimize site based risk while respecting the legal rights of students staff and parents Principals deal with complicated and potentially damaging legal issues every day and now there s an accurate accessible tool written in plain English that can give administrators the information they need to do their jobs while minimizing legal risk While retaining the reader friendly format from their first edition Dennis R Dunklee and Robert J Shoop recognized school law experts provide additional programmatic guidance for other school district personnel management cues and risk management guidelines a comprehensive index additional references to landmark court cases coverage of the No Child Left Behind Act and information on state created danger and deliberate indifference This second edition helps school administrators quickly find important legal guidance for issues that include Staff selection and evaluation Student rights and discipline Special education and the reauthorized IDEA Copyright law Search and seizure Sexual harassment and sexual exploitation And many more This essential desk reference offers a straightforward resource on translating school law into practice and can be used as a day to day reference guide or a comprehensive overview of school law today **The Job Seekers Guide** Timothy M. Resch,1990 **Rowing News** ,1998-09-12

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