Reference Letter Template

Dear [insert name],

I am writing to recommend [employee_name]. [He/She/They] worked with us at [company_name] as a [employee_job_title] and [reported to me/worked with me] in my position as [insert your job title].

As an employee, [employee_name] was always [insert quality]. During [his/her/their] time in my team, [he/she/they] managed to [insert example].

I've always put a premium on [insert quality] among my team members and [employee_name] never failed to deliver. An example was when [insert example].[Employee_name] is a delight to work with and I wouldn't hesitate to hire [him/her/them] again.

Should you have any further questions about [him/her/them], feel free to reach me at [phone number].

Thanks,
[Your name and signature]

Refrence Letter For Your Boss Sample

Tasha R. Howe

Refrence Letter For Your Boss Sample:

Job Search Letters For Dummies Joyce Lain Kennedy, 2013-07-02 New style job messages that get you in the door and on your way up From sparkling cover letters to six word bios a fresh bevy of job search letters has grown powerfully useful for successful career communications Job Search Letters For Dummies delivers the quality of New Era know how you need right now to land good jobs and thrive Whether you re a long time professional or a recent college graduate or somewhere in between Job Search Letters For Dummies has you covered Job Search Letters For Dummies covers the gamut of leading edge topics including effective strategies for internal career communications on topics such as raises promotions and position changes rules for communicating professionally with texts and networking on social media platforms such as twitter and LinkedIn fresh and updated communication phrases to voice accomplishments and make job fit statements post interview etiquette and letters such as thank yous hire me reinforcement notes interest revival queries and much more Get hired with 40 types of job letters Create short messages for a smartphone world Network on social media sites Model best letters more than 200 pro samples Whether you re a long time professional or a recent college graduate or somewhere in between Job Search Letters For Dummies has you covered A note to job seekers from nationally syndicated careers columnist and author or Job Search Letters For Dummies Joyce Lain Kennedy Welcome aboard job seekers Thanks for checking out this first guide to communications supported job search and career growth in relentlessly changing technological times. The right messaging what you say why you say it and when you say it is as important today to your employment goals as it has been at any time since Leonardo da Vinci wrote the first professional resume in 1482 Consider recent job finding history In 1986 fax machines and postal mail were the most popular ways to send resumes and cover letters In the 1990s the Internet boom kicked in with new tools to connect jobs and people e mail websites cell phones mailing lists and online bulletin boards In the 21st century the double time march of recruiting technology skyrocketed building a techno swamp populated with endless ideas of how to connect work and people through smartphones wonder tablets apps and social media for virtual networking You re competing in a new world of work out there If your job search is treading water or even drowning there s a better way Make a splash Engage hiring authorities through a communications centered campaign with smart content **The Perfect Job Reference** Jeffrey G. Allen, 1990-04-24 An authoritive book on how to obtain professional and personal references that result in the highest paying maximum number of job offers 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 Cover Letters For Dummies Joyce Lain Kennedy, 2009-01-06 Cover letters are alive and sell When they re written right that is To stand out in today s sea of qualified job seekers learn to craft riveting new breeds of cover letters create vibrant images online and discover sensational self marketing documents you never imagined This completely revised and updated 3rd Edition of Cover Letters For Dummies brings you all this plus over 200 great new samples by 62 successful professional cover letter resume writers You ve probably suspected that passive and sleepy cover letters merely hugging resumes won t get you where you want to go Especially in a shaky job market The verdict's in Since the last edition of Cover Letters For Dummies blazing fast change in tools technology and how hiring managers come calling and how we invite them to look us over means big dramatic changes in our job messages In this exceptional handbook of contemporary job messages you ll discover fresh ways of thinking about cover letters that captain an entire team of new style job messages The Dialectical Behavior Therapy Skills Workbook for Bipolar Disorder Sheri Van Dijk, 2009 Dialectical behavior therapy DBT has proven to be the most effective treatment for the mood swings and impulsive behavior symptomatic of bipolar disorder This workbook presents a complete program for those suffering from this illness **Resumes and Cover Letters that Have Worked** Anne McKinney, 1996 Model cover letters and resumes cover such fields as aviation communication finance and sales

Life Skills Curriculum: ARISE Four Wheel Drive for the Mind, Book 3: Networking, Jobs & Money (Instructor's Manual) ARISE Foundation Staff,2011-07 ARISE Four Wheel Drive Networking Jobs and Money is brimming with old fashioned budgeting skills that help students practice making sound financial decisions Topics include opening a bank account building a support system networking interviewing finding a job and many more **Real-resumes for Career Changers** Anne McKinney,2000 Writing a career change resume is the most complex of resumes to write Using actual resumes and covering letters the editor of this series shows the reader how to consider new opportunities and how to communicate past experience in a way that builds bridges to new careers **Business Ethics** Mark S. Schwartz,2017-05-01 Business Ethics An Ethical Decision Making Approach presents a practical decision making framework to aid in the identification understanding and resolution of complex ethical dilemmas in the workplace Focuses exclusively on three basic aspects of ethical decision making and behavior how it actually takes place how it should take place and how it can be improved Uses real life examples of moral temptations and personal ethical dilemmas faced by employees and managers Discusses the biases psychological tendencies moral rationalizations and impact of self interest as impediments to proper ethical decision making Includes relevant examples of ethical misconduct and scandals appearing in the news media

From Here to the Streets Joseph L. Chiappetta Jr.,2012-11 The corrections employee who inspired me to design this book knew what most of you reading this already know that the only hope that more than 90 percent of incarcerated inmates

nationwide have for not returning to prison is steady employment. There are numerous books on this subject already and most of them say the same things It s also fair to say that most are accurate This course doesn t try to reinvent the wheel so to speak but instead gives a step by step guide for preparing and facilitating a prerelease employability class in a corrections environment Prison inmates are for the most part challenged with a wide variety of social dysfunctions Educational backgrounds vary as well It is critical to make the prerelease employability class both user friendly and student specific for the challenges presented by the prison itself Ultimately it sup to an individual whether or not he or she chooses to succeed or improve the quality of their life. The key is to make this goal in life attainable and realistic to the students thus encouraging them to make that choice Remember that even the best plans in the world are nothing without good people to carry them out If you re planning to teach or assist in a corrections prerelease employability course you must understand and believe in its benefits Not only believe but also participate by sharing your own personal experiences and opinions to the extent that policy allows Only by interacting with the class on a more personal level will you get the respect and trust of your students By operating in this capacity you become as important an asset to the course as the written material itself The results of your efforts will be reflected in the future success stories from your students Job Hunting and Career Change All-In-One For Dummies Rob Yeung, 2011-02-23 Includes expert advice on changing direction in your career Get out of the rut and into your dream job This hands on guide takes you through every aspect of finding and securing the job you want From searching for vacancies through to preparing for the interview and making a strong impression this book has it covered Key personal development techniques such as Neuro linguistic Programming are featured alongside specific job hunting advice helping you to develop a winning mindset and foster skills to take with you into your new career Discover how to Find the job that s right for you Write a knockout CV and cover letter Prepare for the interview Give a great presentation Build your confidence and develop a successful outlook Writing Resumes and Cover Letters For Dummies - Australia / NZ Amanda McCarthy, Kate Southam, 2015-05-04 Practical tricks for standing out from the crowd and getting the job you want in the Australian and New Zealand market Applying for jobs in today s tight job market can seem like an overwhelming process Competition is fierce and employers expect more than ever before from job applicants With unemployment and redundancies rising it's simply not a good time to be looking So how do make yourself stand out Writing Resumes and Cover Letters For Dummies Second Australian New Zealand Edition shows you how to catch a recruiter's attention Presenting a wealth of sample resumes and cover letters this handy easy to use guide shows you how to write a killer cover letter format your resume for online use use social networking to your advantage and tailor your resume and cover letters for specific positions and companies Designed specifically for job hunters in Australia and New Zealand Offers practical tips and advice on crafting a great resume and a perfect cover letter for any kind of position Includes advice on addressing government selection criteria Features ten ways to turn off a recruiter and ten tips for the perfect presentation No matter how tough the job market is a

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The Dartnell Professional Secretary's Handbook Fred Solomon Cook, Lenore S. Forti, 1988 Acting for Singers
David Ostwald, 2005-07-07 Written to meet the needs of thousands of students and pre professional singers participating in
production workshops and classes in opera and musical theater Acting for Singers leads singing performers step by step from
the studio or classroom through audition and rehearsals to a successful performance Using a clear systematic positive
approach this practical guide explains how to analyze a script or libretto shows how to develop a character building on
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Academic Scientists at Work Jeremy M. Boss, Susan H. Eckert, 2007-05-08 This work guides the scientist on the journey from the end of a postdoctoral career to the point of promotion to Associate Professor It includes a CD ROM containing template worksheets and point by point instructions on how to complete them with downloadable blank worksheet versions Included are six database program files that can be used to help the reader organize his her laboratory specific Business School Essays that Made a Difference Nedda Gilbert, Princeton Review (Firm), 2003 Essays That reagents Scored What makes business school applications so brutal For most applicants it s the number length and complexity of the essays they have to write Most top schools require multiple essays and this book is your best bet for acing them all 1 Forty four real life essays critiqued by admissions officers from Tuck Chicago MIT Michigan Babson and more 2 Eight case studies of b school applicants what worked and what didn t 3 Essay question translations what they re really asking 4 Insider advice from admissions officers and current MBA students at the following schools Columbia Business School Freeman School of Business Tulane Haas School of Business UC Berkeley Olin Graduate School of Business Babson University of Chicago s Graduate School of Business Inside you ll find application essays from the following business schools Freeman School of Business Tulane Kenan Flagler Business School UNC Chapel Hill McCombs School of Business U Texas Austin Olin Graduate School of Business Babson College Peter F Drucker Graduate School of Management Claremont Graduate University Rutgers Business School Simon Graduate School of Business Administration U of Rochester Sloan School of Management MIT Tippie School of Management University of Iowa Tuck School of Business Dartmouth University of Chicago's Graduate School of Business University of Michigan Business School Weatherhead School of Business Case Western Reserve

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