

April 20, 1998

To Whom It May Concern,

Sandra Braxton worked as a human resources coordinator for two years in my department at Fennel Corp. During that time, Sandra has diverse responsibilities. She reviewed resumes to identify qualified employment candidates, conducted preliminary applicant interviews, and documented hiring-firing policy decisions for distribution to Fennel's various department supervisors.

Sandra is bright, articulate, and hard working. Her enthusiasm for the job comes through in all she does. She has a positive attitude that makes her a pleasure to work with and is one of the reasons she was so well-liked by her coworkers.

I highly recommend Sandra for any job she is considering in the Human Resources field. She would be an asset to any employer. If you have further questions about Sandra, please do not hesitate to contact me at (404) 55-1121, ext 200

Sincerely,

Kenneth Swipe
Vice President, Human Resources

Sample Recommendation Letter For Colleague

TD Snyder



Sample Recommendation Letter For Colleague:

How to Write Successful Letters of Recommendation: 10 Easy Steps for Reference Letters That Your Employees, Colleagues, Students & Friends Will Appreciate 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. Atlantic Publishing is a small independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print, covering

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their decades of experience with Jewish and Christian manuscripts to demystify manuscript work Combining their interests in manuscripts as material artifacts with the ethical issues surrounding the study of manuscripts Lied and Nongbri guide students through the main phases of research from considerations of provenance and access to the practicalities of on site research analysis and publication The book includes aids for locating manuscripts helpful case studies tips for organizing data a glossary suggestions for further reading and more Written in an engaging style with students in mind this handbook provides an invaluable resource for anyone who wants to study a manuscript for the first time

Writing and Speaking in the Technology Professions David F. Beer, 2003-07-04 An updated edition of the classic guide to technical communication Consider that 20 to 50 percent of a technology professional's time is spent communicating with others Whether writing a memo preparing a set of procedures or making an oral presentation effective communication is vital to your professional success This anthology delivers concrete advice from the foremost experts on how to communicate more effectively in the workplace The revised and expanded second edition of this popular book completely updates the original providing authoritative guidance on communicating via modern technology in the contemporary work environment Two new sections on global communication and the Internet address communicating effectively in the context of increased e mail and web usage As in the original David Beer's Second Edition discusses a variety of approaches such as Writing technical documents that are clear and effective Giving oral presentations more confidently Using graphics and other visual aids judiciously Holding productive meetings Becoming an effective listener The new edition also includes updated articles on working with others to get results and on giving directions that work Each article is aimed specifically at the needs of engineers and others in the technology professions and is written by a practicing engineer or a technical communicator Technical engineers IEEE society members and technical writing teachers will find this updated edition of David Beer's classic Writing and Speaking in the Technology Professions an invaluable guide to successful communication

The Art of Teaching Art Deborah A. Rockman, 2000 This guide for teaching and learning the foundations of drawing based art features step by step methods that easily translate into classroom exercises for the college level art teacher Line color illustrations 5 000

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productivity

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Writing Recommendation Letters Mohammed Albakry, Clint Bryan, 2024-01-30 The first book length guide to academic recommendation letters supported by real world examples

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

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Rules of Thumb for Business Writers Diana Roberts Wienbroer, Elaine Hughes, Jay Silverman, 2005-03-21 Rules of Thumb for Business Writers offers busy professionals solutions to most on the job writing challenges Brief to the point chapters cover all the basics including reports resumes speeches memos letters and PowerPoint with tips for meeting

deadlines and managing paper flow This edition contains new information on Internet research and communications technology with examples sample documents and a resource list *Strategic Business Letters and E-mail* Sheryl Lindsell-Roberts,2004 E mail and computer keyboards may have replaced dictation and typewriters in the business world but the importance of clear and effective written communication has never been greater In her all new book business writing expert Sheryl Lindsell Roberts offers practical advice on writing messages guaranteed to get results Drawing on her experience leading writing workshops for Fortune 500 companies Lindsell Roberts walks the reader through a variety of letter writing exercises and shows how a well crafted message can make any writer stand out in the crowd Getting from a blank page or screen to a results oriented message is easy with Lindsell Roberts s proven Six Step Process And numerous tips and reminders help make the central point that a successful message should always focus on what the primary reader needs to know Best of all Strategic Business Letters and E mail is designed to save the user time and effort Specific chapters on such areas as sales and marketing customer relations and personal business offer hundreds of sample letters memos and e mail messages that can be used verbatim or with minimal alteration to fit a particular circumstance Opening this invaluable book is the first step to jump starting effective business communication **Teacher's Communications Resource Book** P. Susan Mamchak,Steven R. Mamchak,1986 **Ethics in Psychology and the Mental Health Professions** Gerald P. Koocher,Patricia Keith-Spiegel,2008-01-16 Most mental health professionals and behavioral scientists enter the field with a strong desire to help others but clinical practice and research endeavors often involve decision making in the context of ethical ambiguity Good intentions are important but unfortunately they do not always protect the practitioner and client from breaches in ethical conduct Academics researchers and students also face a range of ethical challenges from the classroom to the laboratory Now in a new expanded edition Ethics in Psychology and the Mental Health Professions the most widely read and cited ethics textbook in psychology has emerged with a broadened scope extending across the mental health and behavioral science fields The revised volume considers many of the ethical questions and dilemmas that mental health professionals encounter in their everyday practice research and teaching The book has been completely updated and is now also relevant for counselors marriage and family therapists social workers and psychiatrists and includes the ethics codes of those groups as appendices Providing both a critical assessment and elucidation of key topics in the APA s guidelines this comprehensive volume takes a practical approach to ethics and offers constructive means for both preventing problems recognizing approaching and resolving ethical predicaments Written in a highly readable and accessible style this new edition retains the key features which have contributed to its popularity including hundreds of case studies that provide illustrative guidance on a wide variety of topics including fee setting advertising for clients research ethics sexual attraction how to confront observed unethical conduct in others and confidentiality among others Ethics in Psychology and the Mental Health Professions will be important reading for practitioners and students in training An instructors manual is available for

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In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Sample Recommendation Letter For Colleague**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book's central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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