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-like 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

S Baum

Sample Recommendation Letter For Colleague:

How to Write a Great Reference Letter. How to Write Successful Letters of Recommendation: 10 Easy Steps for Reference Letters That Your Employees, Colleagues, Students & Friends Will Apprec 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 quidelines 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 subjects such as small business healthy living management finance careers and real estate Atlantic Publishing prides itself on producing award winning high quality manuals that give readers up to date pertinent information real world examples and case studies with expert advice Every book has resources contact information and web sites of the products or companies discussed 5 8 2014 12 00 00 AM **Practical Writing Guide for Academic Librarians** Anne Langley, Jonathan Wallace, 2010-05-11 Mastering the skills necessary for clear effective writing can make writing tasks flow more easily This book helps academic librarians who are new to the profession or new to a supervisory or management position as well as those who want to be more productive and make the their writing for work go more smoothly From progress reports to project plans cover letters to case studies and book reviews to blogging readers will find examples and how tos for most of the types of writing they need to do in their academic library careers Discusses the importance of style and audience Analyzes and guides the reader through the types of writing that academic librarians use in their everyday work Includes information on presenting data specifically tables Effective Business and Workplace Communication Chandrabhaga Desai, 2025-01-03 Effective Business graphs and charts 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 quide 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 Working with Manuscripts Liv Ingeborg Lied, Brent Nongbri, 2025-04-15 A first of its kind handbook outlining best practices and common pitfalls for students and textual scholars interested in beginning to work with manuscripts While manuscripts are rare in most of the world today they were once ubiquitous Before the printing press literature was preserved and transmitted through handwritten copies containing variant readings mistakes corrections and other unique features Those who study premodern texts however often use as their primary sources not these diverse artifacts but critical editions that present a single convenient hybrid text Brent Nongbri and Liv Ingeborg Lied argue that knowledge of manuscripts is important for all interpreters of ancient texts even if learning how to study them can be

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employee behavior leadership and organizational dynamics for improved productivity Writing and Speaking in the <u>Technology Professions</u> 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

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PROJECT 1: Management Mogul Day 4 The following is one of many possible solutions to this lesson: 2. Start a new business using Actions>>Start New Business. Choose a 5000 sq. ft. (10x10 grid). PROJECT 1: Management Mogul 1. Start a new business using Actions>>Start New Business. Choose a 5000 sq. ft. (10x10 grid) manufacturing floor size. Virtual Business Management Mogul Cheat Pdf Virtual Business Management Mogul Cheat Pdf. INTRODUCTION Virtual Business Management Mogul Cheat Pdf (PDF) cheat sheet - management mogul project day 1.pdf PROJECT 1: Management Mogul GOAL:Average profit of \$20,000 or greater over four consecutive weeks. (Total profit for the four weeks greater than or equal to ... Business management simulation for high school students Virtual Business Management is an interactive, online business simulation that teaches high school students how to run a business successfully. Here are more hints for the Virtual... - Knowledge Matters Here are more hints for the Virtual Business Challenge. These hints are for the FBLA Virtual Business Management challenge. The Purple Book, Updated Edition: Biblical Foundations ... The Purple Book, rice broocks.

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