

## Sample Personal Reference Letter

May 15, 20--

To Whom It May Concern:

This letter is a personal recommendation for Justin Horter. Justin has been a member of United Youth Volunteers for the past seven years. During that time, I have come to know Justin very well.

Justin has been actively involved in our youth volunteer program. He has made a fine contribution to the organization and has assisted in fund-raising projects during the past four years. When Justin began studying communications at his college, he showed a real enthusiasm for his studies. Using the skills he was learning in school, he became an organizer for United Youth Volunteers' fund-raising projects. His advertising efforts for these projects helped them become far more successful than we had anticipated.

I believe that Justin's excellent character and his desire to succeed in his chosen career will make him an excellent employee.

Sincerely,



Norman Mazer  
Coordinator  
United Youth Volunteers

# Sample Personal Reference Letter

**Jin-Ying Zhang**



## Sample Personal Reference Letter:

How to Write a Great Reference Letter ,      How to Write Reference Letters Dianna Booher,2012-01-31 From time to time your friends relatives and business associates will need you to write character references letters of recommendation introductions to business colleagues reference letters to college admission boards and committees and nominations for awards Writing that letter or email puts your friend family member or colleague in the limelight and banks a favor for your own future So don't let that task of writing a great reference letter or email keep you from helping someone who can benefit greatly from your generous support Let us help you with guidelines alternate phrases and apology templates ready to personalize Make the reference letter writing process fast and easy with this professionally written package of ready to go recommendation and reference letters for friends or business associates You'll find letters and emails for these special situations Types of Reference Letters and Emails and Recommendation Letters and Notes Supplying References for Students Supplying References for Graduate School Supplying References for Employees Suitable Supplying References for Employees Unsuitable Supplying Character References for Friends Introducing Relative to Potential Employer Nominating Candidate for Award Recognition Recommending Guest Speaker Recommending Tenure Requesting Job References Requesting Personal Character References Declining to Supply Character Reference Declining to Supply Job References Declining to Make an Introduction How to Use These Example Reference Letters and Email Package You have two choices 1 Download the PDF package and select the sample thank you letter you need Then copy and paste it into Microsoft Word or any other word processor Send it out 2 Read samples to get the flavor of what the thank you letter or note should say Then pick and choose sentences you like to use in composing your own thank you letter or note Total Number of Letters and Emails 35 Total Number of Situations Topics 20 If you need a reference letter quickly to do a favor for a friend or business associate and you want to get the words just right without wasting valuable time we can help you Award winning author of 49 books published by Simon and Schuster Pocket Books Random House Ballantine McGraw Hill Wiley Warner and Thomas Nelson Dianna Booher provides just the right words with these ready to go business reference samples and character reference letters      *How to Write It, Third Edition* Sandra E. Lamb,2011-08-30 Write personal and professional communications with clarity confidence and style How to Write It is the essential resource for eloquent personal and professional self expression Award winning journalist Sandra E Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication Completely updated and expanded the new third edition offers hundreds of handy word phrase and sentence lists precisely crafted sample paragraphs and professionally designed document layouts How to Write It is a must own for students teachers authors journalists bloggers managers and anyone who doesn't have time to wade through a massive style guide but needs a friendly desk reference      PROFESSIONAL COMMUNICATION KAVITA TYAGI,PADMA

MISRA,2010-12-16 With the younger generation today seeking jobs in multinational corporations large companies or the civil services in the government and the competition becoming stiffer and stiffer with each passing day it is only natural that the ability to communicate effectively precisely as well as to acquire communication skills has become more important than ever before A plethora of books have flooded the market to capitalize on this frantic effort of the younger generation to become adept in communication And professional communication is no exception to this This accessible and compact book on Professional Communication strives to focus on the communication skills needed for the professionals Divided into five parts and 19 chapters the book begins with a discussion on the concept of communication and then it goes on to give in detail features of a language as a tool of communication the communication process models and barriers to communication The text also elaborates on word formation vocabulary sentence structure and paragraph development In addition it explains different forms of technical communication the format layout and style of business communication technical documents such as theses scientific articles and research papers and technical proposals Furthermore the book provides value based text reading from celebrated writers This student friendly book suffused with practical examples is primarily intended as a textbook for the first year students of engineering B Tech of UP Technical University for their course on Professional Communication It will also be of immense benefit to undergraduate students and technical professionals across the country KEY FEATURES Gives a broader perspective on communication and its barriers Provides a more comprehensive division of the different types of reports Elaborates on various approaches to presentation strategies

*ADVANCED TECHNICAL COMMUNICATION*  
KAVITA TYAGI,PADMA MISRA,2011-02-04 Businesses use technical writing extensively to communicate both within and outside the organization And so it is essential for an individual aspiring to be an executive to master the art of communication This accessible and compact book on Advanced Technical Communication discusses how students can learn and master not only the basic skills of communication but also complex skills such as soft skills and skills required for preparing technical documents The book begins with a discussion on the concept of technical communication and then it goes on to describe the differences between technical writing and general writing and layout and format of business letters and r sum What is more it elaborates on technical documents such as technical proposals reports and specialized documents like theses research papers and dissertations differentiating them adequately Finally the text covers many of the soft skills required today for example presentation skills interpersonal skills and group discussion GD skills This student friendly book suffused with practical examples is primarily intended as a text for the first year students of Engineering B Tech of Uttarakhand Technical University for their course on Advanced Technical Communication It will also be of immense benefit to undergraduate students in other universities and engineering colleges institutes as well as technical professionals KEY FEATURES Provides comprehensive coverage of soft skills Lays emphasis on corporate communication skills required for technical writing and producing technical documents by engineers and managers Gives a critical evaluation as well as text of George Orwell s

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AMA Handbook of Business Letters Jeffrey Seglin,Edward Coleman,2012-07-15 Though the fundamentals of letter writing have remained the same the way we communicate in business is constantly evolving With the understanding that consistently professional correspondence is essential to success in any industry The AMA Handbook of Business Letters offers readers a refresher course in letter writing basics including focusing the message establishing an appropriate tone and getting your readers attention You ll also receive tips that apply to all written forms of communication on things like salutations subject lines signatures and formatting Jeffrey Seglin communications director and professor of Harvard University s graduate and professional school and author Edward Coleman provide over 370 customizable model letters divided into categories reflecting various aspects of business such as sales marketing public relations customer service human resources credit and collection purchasing permissions and confirmations With helpful appendices listing common mistakes in grammar word usage and punctuation the latest version of this adaptable book extensively updated with more than 25 percent new material will assist professionals through every conceivable business correspondence with confidence      How to Write the Perfect Personal Statement Mark Alan Stewart,2009-07-30 This guide demystifies critical aspects of the admissions process for graduate and professional schools by providing insight into how to write personal statements whom to approach for letters of recommendation and how to make the best impression at the interview      *Writing Recommendation Letters* Mohammed Albakry,Clint Bryan,2024-01-30 The first book length guide to academic recommendation letters supported by real world examples      Every Tenant's Legal Guide Janet Portman,Ann O'Connell,2024-05-28 Renters have many legal rights learn yours and how to protect them The only book of its kind Every Tenant s Legal Guide gives you the legal and practical information you need plus dozens of sample letters and forms to find a great rental and landlord Learn your rights regarding pets guests deposits and privacy and find out how to notify your landlord about needed repairs and use rent withholding or repair and deduct if you have to avoid disputes with roommates over rent deposits guests and noise fight illegal discrimination retaliation or sexual harassment navigate state and local rent control laws deal with hazards like lead paint mold and bed bugs break a lease with minimum liability and get your security deposit returned on time The 11th edition of Every Tenant s Legal Guide includes charts detailing every state s landlord tenant laws This edition also includes information on how to deal with large impersonal corporate landlords and the competitive rental markets found in nearly every state

**How to Write Successful Letters of Recommendation** 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 *You CAN Teach Advanced Med-Surg Nursing!* Mary A. Miller, Mary Miller, RN, MSN, CCRN, Deborah C. Wirwicz, 2014-08-18 Print CourseSmart

Situating Moral and Cultural Values in ELT Materials Handoyo Puji Widodo, Marianne Rachel Perfecto, Le Van Canh, Adcharawan Buripakdi, 2017-09-27 This volume accentuates how ELT materials can be a mediation of capitalizing on moral and cultural values which are more locally grounded in respective Southeast Asia SEA countries It features critical

studies on locally produced ELT materials textbooks situated in the following SEA countries Timor Leste The Philippines Singapore Malaysia Cambodia Vietnam Indonesia and Thailand The chapters written by experts who know the ELT context of their respective SEA country critically examine the design and use of ELT materials widely used in local and national contexts Thus the volume provides fresh insight into how values are uniquely manifested in language classroom materials The present text also brings together empirical conceptual and practical grounds for incorporating moral and cultural values into ELT materials development in such a way that it views morality and culture as a mutually complementing entity This much needed volume will be a valuable resource for those interested in the design and use of language materials in culturally and linguistically diverse contexts such as in the Asia Pacific America Africa and Europe      **Scouting** ,1993-10 Published by the Boy Scouts of America for all BSA registered adult volunteers and professionals Scouting magazine offers editorial content that is a mixture of information instruction and inspiration designed to strengthen readers abilities to better perform their leadership roles in Scouting and also to assist them as parents in strengthening families      *The Right Letter* Jan Venolia,2011-04-13 Replaces previous edition In today s hectic world of cell phones email and instant messages is it still worthwhile to know how to write a good letter Absolutely An attractive well written letter can grab the reader s attention and hold it long after someone else s email has been discarded It can make a strong lasting impression on a hiring manager potential client or faraway friend who receives it In other words the letter is still an important professional and personal communication tool one that too few people know about these days In this completely revised and updated edition of BETTER LETTERS writing authority Jan Venolia dispenses expert advice on creating the perfect letter covering composition style and format With THE RIGHT LETTER your message will rise above the rest This handy portable addition to the Right series 650 000 copies sold is an important guide to effective letter writing including a section on email With so many people complaining about the glut of email spam and misinformation this reference is needed now more than ever Previous editions of BETTER LETTERS have sold more than 80 000 copies      **Start Your Own Executive Recruiting Service** Entrepreneur Press,2007-10-01 When companies go looking for top business talent they hire a headhunter an executive recruiter Executive recruiters are experts at locating star job candidates leaders and managers of a caliber rarely discovered by the usual recruitment sources And because business is growing more competitive each day and becoming more demanding of top flight leadership and decision making skills companies are increasingly turning to executive recruiters to help them find the talent they need to stay competitive This comprehensive guide reveals the strategies used by the best executive search professionals in starting and running their own successful placement services There are more tricks of the trade in this business than in many others and we ll reveal what you really need to know How to network for both client and candidate leads The difference between contingency and retainer fees How to approach prospective candidates Little known characteristics to look for in executive job candidates The latest industry trends and fee information Learn how to find the

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