

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

Sandra E. Lamb



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 0000000000 00,2021-08-01 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

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How to Write it Sandra E. Lamb,2006 Provides examples and advice on writing announcements condolences invitations cover letters resumes recommendations memos proposals reports collection letters direct mail press releases and e mail

The AMA Handbook of Business Letters Jeffrey L. Seglin,Edward Coleman,2012 Though the fundamentals of letter writing have remained the same the way we communicate in business is constantly evolving Whether it s a formal printed letter or an email the ability to write effective correspondence is essential for success no matter what the industry Containing more than 25 percent new material The AMA Handbook of Business Letters provides readers with over 370 customizable model letters divided into categories reflecting various aspects of business including Sales marketing and public relations Customer service Human resources Credit and collection Letters to vendors and suppliers Confirmations requests and replies Permissions And many more In addition the book provides readers with a refresher course in the letter writing basics and helpful appendices listing common mistakes in grammar word usage and punctuation Comprehensive and now extensively updated this invaluable resource provides professionals with an adaptable template for every conceivable business correspondence need

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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

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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

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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

Dissertation Research and Writing for Built Environment Students Shamil G. Naoum,2019-05-14 Dissertation Research and Writing for Built Environment Students is a step by step guide to get students through their final year research project Trusted and developed over three previous editions the new fourth edition shows you how to select a dissertation topic write a proposal conduct a literature review select the research approach gather the data analyse and present the information and ultimately produce a well written dissertation The book simplifies dissertation research and writing into a process involving a sequence of learnable activities and divides the process into three parts Part One covers the necessary groundwork including identifying the problem writing a proposal and reviewing the literature Part Two covers the research design and includes approaches and techniques for data collection and constructing and sampling a questionnaire Part Three covers measurement of data analysis of data with SPSS structuring and writing the whole dissertation and supervision and assessment This new edition is packed with updated examples and research samples making this the ideal resource for students involved in research in built environment subjects such as construction management construction project management facilities management real estate building surveying quantity surveying and civil engineering

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