

# Employment Recommendation Letter for Co-worker

[Date]

Re: Recommendation for Sharon Westman

Dear Hiring Manager:

I was initially impressed with Sharon Westman's enthusiasm, communication skills and professional demeanour when I hired her four years ago as a customer service rep within JRW Inc.'s call centre. During the two years Sharon reported to me (I have since moved on to a different department), she consistently demonstrated all of these qualities and more, and I heartily endorse her for any customer service position.

Sharon is reliable, dedicated and eternally upbeat. Her ability to calm angry or frustrated customers is unparalleled, and it is because of her excellence in this area that I repeatedly asked her to mentor new employees in the call centre. Sharon multitasks effectively and can handle a high-volume workload. She consistently met or surpassed all weekly call centre metrics (including customer satisfaction, call volume and response time), and her daily written reports were accurate and thorough.

Of particular value to me as a former call center manager was Sharon's team player mind-set, enthusiastic embrace of change, ability to work with minimal supervision and unwavering commitment to exceeding customer expectations. I regularly received unsolicited praise from customers commending Sharon's outstanding level of service, professionalism and follow-through.

# Sample Letters Of Recommendation For A Coworker

**Peter M. Kettner**



## **Sample Letters Of Recommendation For A Coworker:**

*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 *Resume Job Get Gd* Juvenal l. angel, 1981-04-03 **NEMITYRA 2023 - 5 - 2** VALENTINA CANESE, NEMITYRA 2023 5 2 **Scaling the Ivory Tower** Lionel S. Lewis, 2018-04-24 Following in the tradition of Thorstein Veblen s *Higher Learning in America* Lionel S Lewis has amassed solid evidence to support his conclusions about what leads to success in *Scaling the Ivory Tower* As background to

his consideration of academic freedom sexism merit tenure and other such highly charged subjects Lewis examines the attitudes of those in universities toward academic qualification The modern rule of thumb has become publish or perish According to Lewis however research and publication may not be such prime considerations after all Two thought provoking chapters are devoted to an examination of letters of recommendation as important factors in hiring and promoting in the academic world Lewis also scrutinizes academic freedom cases from the archives of the American Association of University Professors Other intriguing issues examined by Lewis are how spouses and significant others factor into whether or not a professor gets a promotion a typical day in the life both academic and personal of a professor how the celebrity syndrome has spread to campus discrimination against women and bureaucracy as a contributing factor to campus unrest In the new introduction Lewis affirms that the most apparent changes in higher education since *Scaling the Ivory Tower* was initially published have actually made the campus less meritocratic and less a place where quality academic work is recognized and rewarded One contributing factor is the necessity to consider age gender ethnicity and race in personnel decisions Because many on campus are convinced that academic life can only be improved when the demographics of faculty reflect those in the larger society departments are routinely expected to explain why they did not fill an opening with someone from an underrepresented group While showing some irreverence toward academia *Scaling the Ivory Tower* should also provoke sober consideration of where our colleges and universities are headed This is a significant volume for university administrators academics and graduate students

*Leadership and Women in Statistics* Amanda L. Golbeck, Ingram Olkin, Yulia R. Gel, 2015-07-13 Learn How to Infuse Leadership into Your Passion for Scientific Research *Leadership and Women in Statistics* explores the role of statisticians as leaders with particular attention to women statisticians as leaders By paying special attention to women's issues this book provides a clear vision for the future of women as leaders in scientific and

**What to Do with Your English Or Communications Degree** Rachel Klein, Lisa J. Vollmer, Princeton Review (Firm), 2007 Many students major in the Humanities or Social Sciences because they love their chosen academic fields however few schools provide solid advice about how students can apply their studies to a career This unique and informative guide directs English and Communications majors to career paths that will make the most of their educational backgrounds It includes chapters on further academic study fellowship opportunities and understanding career options as well as practical and detailed job search tips and strategies *What to Do with Your English or Communications Degree* includes Practical advice on identifying career goals Profiles of popular career paths Interview and networking tips Special Q A section with former majors who are now successfully pursuing careers they love Appendices that provide listings of relevant internship and fellowship opportunities

*From the Center, and Margins*, 1995 **Careers in Criminal Justice** Coy H. Johnston, 2018-01-17 *Careers in Criminal Justice* Second Edition prepares students to plan pursue and realize their career goals from conception through the hiring process Coy H Johnston's contemporary approach emphasizes student self

reflection and pragmatism in the pursuit of self fulfillment and professionalism With coverage of over forty careers in policing courts corrections and victim services students receive a comprehensive overview of the most popular and growing careers in the field Self assessment tools enhance the student s self awareness and steer them toward realistic and suitable careers in criminal justice This easy to read guide is organized to prepare and encourage growth throughout the student s career New to the Second Edition A new chapter titled Volunteering and Internship Chapter 9 guides readers through the importance and process of early involvement in the field to create a more enticing resume Three new Guest Speaker profiles offer students new perspectives and practical advice for a variety of careers and geographical areas New career assessment tools are included to help students realize their compatibility with various careers in the criminal justice field Expanded coverage of information in critical areas such as private prisons careers in the judiciary and resume building ensure students are receiving a balanced introduction to criminal justice careers

Contemporary Business Writing Terry McNally, Peter Schiff, 1986

Classified Index of National Labor Relations Board Decisions and Related Court Decisions, 2009

*Careers in Law Enforcement* Coy H. Johnston, 2016-02-03 Careers in Law Enforcement is a valuable resource for students considering a career in the criminal justice field specifically in policing Written in a concise and conversational tone author Coy H Johnston includes three main sections planning a realistic path selecting an appropriate career path in law enforcement and preparing for the hiring process The first chapter offers students a unique opportunity to take a personality career test to help them discover the types of jobs that might be a good fit Consequently students will set sensible goals at the beginning of their degree program and seek appropriate internships and volunteer opportunities This text is a helpful resource students will be able to peruse repeatedly when they are ready to start the process of applying for jobs within law enforcement

What to Do with Your Psychology Or Sociology Degree Jason Wall, Lisa J. Vollmer, 2007 Many students major in the Social Sciences because they love their chosen academic fields however few schools provide solid advice about how students can apply their studies to a career This unique and informative guide directs Psychology and Sociology majors to career paths that will make the most of their educational backgrounds It includes chapters on further academic study fellowship opportunities and understanding career options as well as practical and detailed job search tips and strategies What to Do with Your Psychology or Sociology Degree includes Practical advice on identifying career goals Profiles of popular career paths Interview and networking tips Special Q A section with former majors who are now successfully pursuing careers they love Appendices that provide listings of relevant internship and fellowship opportunities

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