

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 Coworker

Lingjun Ying



Sample Letters Of Recommendation For 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.

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 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

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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 **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 **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

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Writing Recommendation Letters Joe Schall, 1997 *Current Index to Journals in Education*, 1979-07

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Sample Letters Of Recommendation For Coworker Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has are more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Sample Letters Of Recommendation For Coworker**," compiled by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we shall delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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