

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-liked 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

Christian Drosten



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 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

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The Art of Teaching Art Deborah A. Rockman,2000 This guide for teaching and learning the foundations of drawing based art features step by step methods that easily translate into classroom exercises for the college level art teacher Line color illustrations 5 000

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Clinical Practice to Academia Crystal Gateley,2024-06-01 Designed to assist health professionals with the transition from a clinical role to a faculty role *Clinical Practice to Academia A Guide for New and Aspiring Health Professions Faculty* provides a comprehensive overview of higher education for new and aspiring faculty across health professions including occupational therapy physical therapy athletic training nursing speech language pathology clinical and diagnostic sciences and pharmacy This practical guide explores the complexities of the faculty role and includes specific strategies related to teaching and learning in the health professions Written by Dr Crystal A Gateley *Clinical Practice to Academia* includes an overview of the issues most impacting academics today Chapters are placed within the context of current health care and higher education settings Conceptual foundations of teaching and learning are reviewed and specific strategies for classroom instruction are provided The text also includes suggestions for ongoing professional development through the first few years and beyond Unique aspects of *Clinical Practice to Academia* include Introduction to institutional differences that affect faculty roles Focus on the first few years of an academic career Recommendations for exploring campus and professional resources Overview of today s college students Self directed learning activities in each chapter for further exploration of topics With practical advice that can be tailored to unique faculty roles *Clinical Practice to Academia A Guide for New and Aspiring Health Professions Faculty* is a must have for any health care professionals who are moving into academia

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