

Thomas Jones

123 Business Rd., Business City, NY 54321 - 555-555.555 - thomas.jones@email.com

February 15, 2018

To Whom it May Concern:

Jane Doe has worked for me as a Merchandiser Supervisor for the past two years. While under my supervision, her responsibilities have included hiring, training, and supervising store service personnel.

She has established an outstanding rapport with store managers and owners. Her ability to get work done through the service personnel has been outstanding. Jane is highly respected by the people who work under her supervision; she is organized, thorough in her paperwork, and is always on time.

Jane has done an excellent job and I would highly recommend her for a position with your organization.

Please let me know if I can provide you with any further information.

Respectfully,

Thomas Jones
Manager
Acme Retail

Sample Reference Letter For A Boss

R. D. Richmond



Sample Reference Letter For A Boss:

A Handbook for Letter Writing SC Gupta, 2018-04-20 A Handbook for Letter Writing is a comprehensive exhaustive book which has been designed to help in learning the art and techniques of writing letters The words and language that are being used while writing a letter not only shows our knowledge but also reflects our personality The present book on letter writing has been divided into five chapters namely An Introduction of Letter Writing Informal Letters Formal Letters Reference Recommendation Letters and Email This book contains various types of letters Personal Business Letters Applications Official Letters Application Writing Apology Condolence etc The book also contains the E mailing Report Writing and Press Release sections A simple and easy language with the latest pattern has been used in this book This book will also help you in developing the research and writing skills

The Complete Idiot's Guide to Cool Jobs for Teens Susan Ireland, 2000-03-01 From beaches and amusement parks to fast food restaurants babysitting and clerking more teens are looking for jobs than ever before With the help of this guide to cool jobs they will know what to expect and what employers will expect of them

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 a Great**

Reference Letter, Cover Letters For Dummies Joyce Lain Kennedy, 2009-01-06. Cover letters are alive and well. When they're written right that is. To stand out in today's sea of qualified job seekers learn to craft riveting new breeds of cover letters create vibrant images online and discover sensational self-marketing documents you never imagined. This completely revised and updated 3rd Edition of *Cover Letters For Dummies* brings you all this plus over 200 great new samples by 62 successful professional cover letter resume writers. You've probably suspected that passive and sleepy cover letters merely hugging resumes won't get you where you want to go. Especially in a shaky job market. The verdict is in. Since the last edition of *Cover Letters For Dummies* blazing fast change in tools technology and how hiring managers come calling and how we invite them to look us over means big dramatic changes in our job messages. In this exceptional handbook of contemporary job messages you'll discover fresh ways of thinking about cover letters that captain an entire team of new style job messages.

RiskBuster Dan Boudreau, 2009-11-01. Never again fear business plans market research or financial forecasts. RiskBuster empowers ordinary women and men to tap their entrepreneurial power to build thriving profitable business ventures. This step by step process makes it easy to research your business ideas to determine feasibility to write business plans for any audience and to start or grow your business confidently even if you've never done any of these things before. RiskBuster is for you if: You want to start a new business. You want to grow an existing business. You need to build your own business plan. You might be in a job you hate. You may be broke and living from paycheck to paycheck. Maybe you've lost your job. You might be slugging it out in a deadbeat business but not getting anywhere. Or perhaps you're just not satisfied with your day to day lifestyle. You already know that life is not a test run or a dress rehearsal it's the real thing. The clock is ticking don't waste another precious minute wondering what life might have been like if only you had tapped your potential. Yet when the risk taker within you is telling you to roll the dice and leap into a business unprepared the wise will urge you to hunker down and research your business idea. Fact is when you really need to know the bottom line when you can't afford to risk losing your assets or investments you need to take the time determine if your business idea is feasible and you need a business plan. Don't worry it doesn't have to take a lot of time or cost a lot of money. A well researched business plan will unleash the small business still within you. Get immersed in the work you love to do in a planned logical way without taking senseless or

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Technical Writing and Professional Communication Baalaaditya Mishra,2025-01-03 Technical Writing and Professional Communication is divided into two parts Technical Communication and Professional Communication This comprehensive guide covers essential chapters on technical communication followed by the most important aspects of professional communication We all know that communication is an integral part of our lives whether via text or speaking to convey our thoughts and feelings to others Different communication skills are needed for various situations For example we use informal communication with family and friends but for job interviews business meetings or interactions with teachers formal communication is necessary Communicating formally is a crucial skill and mastering technical and professional communication is essential This book provides the knowledge and tools needed to excel in both areas making it an invaluable resource for anyone looking to improve their communication skills

Decisions and Orders of the National Labor Relations Board United States. National Labor Relations Board,2015

Successful Job Search Strategies for the Disabled Jeffrey G. Allen,1994-01-26 The passage of The Americans with Disabilities Act ADA opened new doors of employment opportunities for millions of Americans Disabled Americans no longer have to settle for whatever jobs they can get but can now compete fairly for the jobs they want and are qualified to do In this important new book job search guru Jeff Allen shows disabled job hunters the ropes from both the legal and career path points of view Whether you re entering the job market for the first time or you re ready for a change of careers this book can empower you with all the confidence and job search skills you need to land the job you deserve Explains in detail your legal rights under ADA Includes 50 mini legal cases and real life scenarios Offers expert practical advice on how to land a job including writing resumes and surviving interviews Coaches you on how to overcome negative perceptions and how to sell yourself to an employer

Job Search Letters For Dummies Joyce Lain Kennedy,2013-07-02 New style job messages that get you in the door and on your way up From sparkling cover letters to six word bios a fresh bevy of job search letters has grown powerfully useful for successful career communications Job Search Letters For Dummies delivers the quality of New Era know how you need right now to land good jobs and thrive Whether you re a long time professional or a recent college graduate or somewhere in between Job Search Letters For Dummies has you covered Job Search Letters For Dummies covers the gamut of leading edge topics including effective strategies for internal career communications on topics such as raises promotions and position changes rules for communicating professionally with texts and networking on social media platforms such as twitter and LinkedIn fresh and updated communication phrases to voice accomplishments and make job fit statements post interview etiquette and letters

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Computerworld, 1982-04-12 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld's award winning Web site Computerworld.com twice monthly publication focused conference series and custom research form the hub of the world's largest global IT media network

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Laboratory Studies of Blended Earth Lining Materials, Eltopia Branch Canal Laterals, Block 17, Columbia Basin Project, Washington R. D. Richmond, 1962

The Manager's Pocket Guide to Documenting Employee Performance Terry L. Fitzwater, 1998 This step by step guide will help you document and change unwanted work behaviors before they become issues leading to termination It is presented in a format that is easy to understand and apply The guide presents specific measures for accurate performance documentation that will protect your organization against discharge litigation

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