

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.

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Table of Contents Sample Letters Of Recommendation For A Coworker

1. Understanding the eBook Sample Letters Of Recommendation For A Coworker
 - The Rise of Digital Reading Sample Letters Of Recommendation For A Coworker
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Letters Of Recommendation For A Coworker
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Letters Of Recommendation For A Coworker
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Letters Of Recommendation For A Coworker
 - Personalized Recommendations
 - Sample Letters Of Recommendation For A Coworker User Reviews and Ratings
 - Sample Letters Of Recommendation For A Coworker and Bestseller Lists
5. Accessing Sample Letters Of Recommendation For A Coworker Free and Paid eBooks

- Sample Letters Of Recommendation For A Coworker Public Domain eBooks
 - Sample Letters Of Recommendation For A Coworker eBook Subscription Services
 - Sample Letters Of Recommendation For A Coworker Budget-Friendly Options
6. Navigating Sample Letters Of Recommendation For A Coworker eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Letters Of Recommendation For A Coworker Compatibility with Devices
 - Sample Letters Of Recommendation For A Coworker Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Letters Of Recommendation For A Coworker
 - Highlighting and Note-Taking Sample Letters Of Recommendation For A Coworker
 - Interactive Elements Sample Letters Of Recommendation For A Coworker
 8. Staying Engaged with Sample Letters Of Recommendation For A Coworker
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Letters Of Recommendation For A Coworker
 9. Balancing eBooks and Physical Books Sample Letters Of Recommendation For A Coworker
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Letters Of Recommendation For A Coworker
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Sample Letters Of Recommendation For A Coworker
 - Setting Reading Goals Sample Letters Of Recommendation For A Coworker
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Sample Letters Of Recommendation For A Coworker
 - Fact-Checking eBook Content of Sample Letters Of Recommendation For A Coworker
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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