

[NAME OF RECIPIENT]
[POSITION]
[NAME OF COMPANY]
[COMPANY ADDRESS]

[DATE]

Dear [NAME OF RECIPIENT],

I am writing to you regarding [NAME OF FRIEND], who is applying for [POSITION APPLIED FOR]. I have known him/her personally since [YEAR] and have always known him/her to be a responsible and dependable individual. I believe that he/she has the skills and experience that make him/her an excellent candidate for [JOB POSITION] at [NAME OF COMPANY].

For as long as I have known him/her, [NAME OF FRIEND] has shown leadership qualities and has taken a lot of initiative in undertaking various projects. He/she has shown himself/herself to be capable of handling such responsibilities. He/she also excels in other fields that may prove relevant to the job he/she is applying for, including [RELEVANT JOB EXPERIENCES AND ACHIEVEMENTS]. His/her skill and passion makes him/her an excellent addition to any company.

Should you have any more questions or inquiries regarding his/her application, please feel free to contact me via phone or email. My contact details are indicated below.

Thank you for your time. Have a great day ahead.

Sincerely,

[NAME OF SENDER]
[CONTACT DETAILS]
[JOB TITLE]
[COMPANY NAME]

Recommendation Letter Templates Personal

Courtney Crappell



Recommendation Letter Templates Personal:

How to Write a Great Reference Letter , **How to Write It, Third Edition** Sandra E. Lamb, 2011-08-30 Write personal and professional communications with clarity confidence and style How to Write It is the essential resource for eloquent personal and professional self expression Award winning journalist Sandra E Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication Completely updated and expanded the new third edition offers hundreds of handy word phrase and sentence lists precisely crafted sample paragraphs and professionally designed document layouts How to Write It is a must own for students teachers authors journalists bloggers managers and anyone who doesn't have time to wade through a massive style guide but needs a friendly desk reference **Librarian's Guide to Writing for Professional Publication** Marta Mestrovic

Deyrup, 2018-12-04 Professional publication can take your career to the next level Use this guide to learn the best ways to share your expertise and show commitment to the profession through publishing Even if you're not yet confident about your experience ideas or writing skills more than likely you're ready to consider publishing This practical guide will supply the encouragement and direction for you to effectively communicate using the written word and start publishing which will likely serve to boost your career It explains the difference between traditional and self publishing supplies advice on picking a publisher and working successfully with a publisher and provides useful information on copyright open access publishing and contract signing While geared to all librarians this book also includes text intended specifically for librarians on the tenure track and those who wish to experiment with new media The book supplies writing templates that make it simple to write various types of communication such as a letter to the editor effective emails and memos or compelling letter of recommendation a news release newsletter or feature story and conference proceedings peer reviewed articles technical manuals or brochures You'll also learn how to write a proposal for a book or journal article to submit to a publisher and how to turn your master's thesis or doctoral thesis into a published work Any librarian who is serious about advancing their career will find this an invaluable resource *The Business Letter* Ion Edric Dwyer, 1914 **The Unofficial Guide to**

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□ □□,2021-08-01 **Teaching Piano Pedagogy** Courtney Crappell,2019-05-31 Providing essential tools to transform college piano students into professional piano teachers Courtney Crappell s *Teaching Piano Pedagogy* helps teachers develop pedagogy course curricula design and facilitate practicum teaching experiences and guide research projects in piano pedagogy **The CQ Press Career Guide for Political Science Students** Wendy N. Whitman Cobb,2017-10-03 Turn your degree into a career Designed to help students consider their career options and opportunities The CQ Press Career Guide for Political Science Students offers a practical collection of employment resources career path options and real life tips for how to get ahead Providing the road map that students need to design their undergraduate experience to maximize their transferable skills author Wendy Whitman Cobb outlines jobs political science majors can pursue offers guidance on how to actually get the job and illuminates pathways to graduate school **Personal Finance For Teens For Dummies** Athena Valentine Lent,Mykail James,2025-04-22 Get your money game started off on the right foot with this easy to read guide In *Personal Finance For Teens For Dummies* a team of celebrated financial educators walks you through how to handle your money so you can keep your debt low or pay it off if you ve already got some invest intelligently and build the future you ve always dreamed about This is the go to guide for any young person who gets anxious whenever they think about how they re going to make ends meet pay for school or save for their future You ll explore everything from how to responsibly manage your first credit card to tips for buying your first car and finding scholarships to reduce your tuition You ll also find Companion materials including online videos infographics printable resources and worksheets you can use right away Strategies for creating a budget you can stick to and setting goals for saving and investing Explanations of how insurance including car insurance works and how you can save money and time when you buy it So whether you ve got a teen in your life who could use a helping hand and a head start on managing their money or you are that teen *Personal Finance For Teens For Dummies* will show you the financial ropes in an easy to understand way that s actually fun to read Grab your copy today
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You CAN Teach Advanced Med-Surg Nursing! Mary A. Miller, Mary Miller, RN, MSN, CCRN, Deborah C.

Wirwicz, 2014-08-18 Print CourseSmart

The Practical Business Library: Business correspondence, by R.S. Butler

and H.A. Burd, 1919

Commercial Correspondence Ralph Starr Butler, 1920

Psychosocial Skills and School

Systems in the 21st Century Anastasiya A Lipnevich, Franzis Preckel, Richard D. Roberts, 2016-04-02 This book provides a

comprehensive overview and in depth analysis of research on psychosocial skills examining both theory and areas of application It discusses students psychosocial skills both as components of academic success and desired educational outcomes in grades K through 12 The book describes an organizing framework for psychosocial skills and examines a range of specific constructs that includes achievement motivation self efficacy creativity emotional intelligence resilience and the need for cognition In addition it reviews specific school based interventions and examines issues that concern the malleability of psychosocial skills It addresses issues relating to the integration of psychosocial skills into school curriculum as well as large scale assessment policies Topics featured in this book include Development of psychosocial skills in grades K 12 Assessment of psychosocial skills Conscientiousness in education and its relation to meaningful educational outcomes Creativity in schools including theory assessment and interventions Academic emotions and their regulation through emotional intelligence Resilience and school based programs aimed at enhancing it Psychosocial Skills and School Systems in the 21st Century is a must have resource for researchers graduate students clinicians mental health professionals and policymakers in child and school psychology educational policy and politics public health social work developmental psychology and educational psychology

Success in Practical/Vocational Nursing - E-Book Lisa Carroll, Janyce L.

Collier, 2022-06-08 Take an exciting journey to success in your LPN LVN career Emphasizing leadership and clinical

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Handbook of Technical Writing, Ninth Edition Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2009 This comprehensive resource organized alphabetically by topic provides guidance on the business and technical writing process real world examples in depth treatment of grammar and usage and up to date coverage of the latest office technology

The Best Book On Stanford International Admissions (Tips For TOEFL Prep, Admissions Essays, Filling Out The Common App, SAT Prep, And More) Andrea Sy, 2011-10-18 Getting into Stanford as an international student is very competitive Every year less than 10% of the freshman class is classified as a non resident alien For the year 2010 2011 8% of the freshman class were international students If you want to learn more about the application process for U S Colleges you ve come to the right place This eBook is a compilation of articles blog posts and a personal stories from a former Stanford University admit from the Philippines Aside from a detailed high school plan the book contains a comprehensive guide to the tests required for an international student as well as tips to make a strong application Everyone has dreams of getting into a top tier university no matter who they are and where they re from And as an international student with dreams to study in a U S college there are a lot of hurdles that one must overcome to create a strong application and gain admission into these universities Because of the intensity of this application process the international student can feel overwhelmed This eBook will give you quick tips and pointers that can help you navigate through the application process in this case it is specifically tailored for Stanford University by presenting facts and figures regarding admission and GPA a detailed guide for your essays and recommendation letters as well as quick facts regarding the SAT and TOEFL This book will arm you with good advice to prepare you for the dreaded college application ENJOY

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