

Sample Recommendation Letter for Co-worker

[Date] [Full Name]

[Title]

[School Name]

[Address]

[City, State, Zip Code]

Dear [Mr./Ms. Last Name]:

I am writing to you with regard to [Mr./Ms. Full Name], who has requested that I write a letter of recommendation on [his/her] behalf. [First Name] and I discussed [his/her] recent decision to pursue graduate study and I support [his/her] decision and strong desire to take [his/her] dedication and skill to the next level.

I have worked with [First Name] for [time span]. Specifically, [explain the context of your relationship. Are you a supervisor? Of what?]. Applicant's duties include [explain].

Over the time that I have known [Applicant], he/she has consistently performed his/her duties with competence and often goes the extra mile, doing more than expected. [Provide a specific example].

[Applicant] is an excellent problem solver. [Provide an example.] In addition, he/she is an excellent communicator and has the skills and personality needed to be a leader. [Explain/provide an example of how Applicant demonstrates communication skills. Describe some personality characteristics that you believe are helpful to his/her success].

While Applicant's leaving our company to attend graduate school is a loss to us, I have every confidence that Applicant will thrive in a graduate school setting. The applicant is an intelligent, committed, and inquisitive individual. I believe that he/she will be an asset to your program.

Sincerely,

[Employer's

[Title]

[Company]

Name]

Recommendation Letter For A Coworker

Joyce Lain Kennedy



Recommendation Letter For A 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 Industrial and Organizational Psychology Mr. Rohit Manglik, 2023-06-23 Examines psychological principles in workplaces focusing on employee behavior leadership and organizational dynamics for improved productivity *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 such as thank yous hire me reinforcement notes interest revival queries and much more Get hired with 40 types of job letters Create short messages for a smartphone world Network on social media sites Model best letters more than 200 pro samples Whether you re a long time professional or a recent college graduate or somewhere in between Job Search Letters For Dummies has you covered A note to job seekers from nationally syndicated careers columnist and author or Job Search Letters For Dummies Joyce Lain Kennedy Welcome aboard job seekers Thanks for checking out this first guide to communications supported job search and career growth in relentlessly changing technological times The right messaging what you say why you say it and when you say it is as important today to your employment goals as it has been at any time since Leonardo da Vinci wrote the first professional resume in 1482 Consider recent job finding history In 1986 fax machines and postal mail were the most popular ways to send resumes and cover letters In the 1990s the Internet boom kicked in with new tools to connect jobs and people e mail websites cell phones mailing lists and online bulletin boards In the 21st century the double time march of recruiting technology skyrocketed building a techno swamp populated with endless ideas of how to connect work and people through smartphones wonder tablets apps and social media for virtual networking You re competing in a new world of work out there If your job search is treading water or even drowning there s a better way Make a splash Engage hiring authorities through a communications centered campaign with smart content How to Write the Perfect Personal Statement Mark Alan Stewart,2012-03-26 The admissions process for law business medical or graduate school is more competitive today than ever before Peterson s How to Write the Perfect Personal Statement provides essential tips on how to create and write personal statements that respond to the questions that appear on the applications of many popular graduate schools The guide also offers great insight on whom to approach for letters of recommendation and how to make the best impression at the interview How to Write the Perfect Personal Statement features 30 actual samples of successful application essays as well as recommendations from admissions officers on winning strategies that have guaranteed students admission into business law medical and graduate school How to Write the Perfect Personal Statement offers step by step instructions on style format concept and theme preparation strategies for the personal interview tactics on whom to ask to write letters of recommendation top 10 DOs and DON Ts for writing the essay tips from admission officials from Columbia Michigan and

other high profile schools and much more Human Resources for the Non-HR Manager Carol T. Kulik, Carol T Kulik, Elissa Perry, 2004-06-30 Human Resources for the Non HR Manager appeals to anyone interested in management issues The book explains why human resource issues are increasing the responsibilities of front line managers rather than the HR department Chapters present the basics of HR including the fundamentals of hiring performance appraisal reward systems and disciplinary systems so that any manager regardless of his or her background or functional area can approach these parts of the job with confidence The book also covers the latest developments in equal opportunity law and describes the manager s responsibilities in controlling sexual harassment and managing diverse employees including older workers and employees with disabilities Each chapter s material is firmly grounded in the current HR academic literature but the book s friendly conversational tone conveys basic principles of good practice without technical jargon Designed to make the material more accessible and personally relevant the book includes the following special features Manager s Checkpoints a series of questions that help the reader apply the material to his or her own organizational context Boxes that describe real life examples of how companies respond to HR challenges For Further Reading references to articles published in outlets that bridge the academic practitioner divide Manager s Knots presented in a question and answer format these describe typical managerial problems take the reader into some of the gray ambiguous areas of HR and suggest ways to apply the chapter material to real life managerial dilemmas **Everydata** John H. Johnson, 2016-10-14 While everyone is talking about big data the truth is that understanding the little data the stats that underlie newspaper headlines stock reports weather forecasts and so on is what helps you make smarter decisions at work at home and in every aspect of your life The average person consumes approximately 30 gigabytes of data every single day but has no idea how to interpret it correctly EVERYDATA explains through the eyes of an expert economist and statistician how to decipher the small bytes of data we consume in a day EVERYDATA is filled with countless examples of people misconstruing data with results that range from merely frustrating to catastrophic The space shuttle Challenger exploded in part because the engineers were reviewing a limited sample set Millions of women avoid caffeine during pregnancy because they interpret correlation as causation Attorneys faced a 1 billion jury verdict because of outlier data Each chapter highlights one commonly misunderstood data concept using both realworld and hypothetical examples from a wide range of topics including business politics advertising law engineering retail parenting and more You ll find the answer to the question Now what along with concrete ways you can use this information to immediately start making smarter decisions today and every day **Coworker's Secret Baby** Rachel Foster, He doesn t know what it is about her but Trey intrigued by his coworker Ella She s beautiful fun and intelligent He lets his feelings get the best of him when he hooks up with her over their lunch break one day Now their company has made budget cuts and Ella loses her job because of her seniority rank A fight with Trey makes her feel like he doesn t want anything to do with her Now it s 7 months later and Ella bumps into Trey He looks at her and notices the obvious belly She

doesn't say much to him but tells him she's sorry. Plagued by trust issues because of his past relationships, Trey has to decide if he can commit to Ella in the way that she needs. Desperate for someone to take care of her, Ella will have to first learn what is best for herself. Can Trey and Ella overcome their own personal struggles or will the hidden pregnancy make them go their separate ways?

The Complete Guide to Writing Effective College Applications & Essays for Admission and Scholarships Kathy Lynn Hahn, Colleen M. Loew, 2010 Book CD ROM Applying to college can be one of the most stressful times in a student's life. Not only are you faced with the task of finding the perfect school for you, but you also have to find scholarships to be able to go to the school you want. These two intertwining obstacles require a lengthy application and a seemingly perfect essay. The essay topic is crucial to demonstrate your values, creativity, and depth of knowledge, and the writing is important because it reflects your power of persuasion, organizational skills, and style. This book will teach you how to write effective applications and essays for college admissions and scholarships, helping shoulder some of the weight of applying. This guide provides you with all the tools you need to complete your application and write a winning essay. You will learn how to choose a topic, keep your focus narrow, and personally edit and revise/tweak essays to use them on various applications; choose your tone and structure; avoid the common pitfalls; and how to overcome writer's block. The guide has sample essays and essay questions, and even examples of the essays specific colleges use. You will find those samples on the companion CD ROM along with brainstorming exercises and sample applications. Admissions officers have chimed in with their expertise to provide insider information on how to compose impressive applications and essays for admission and scholarships.

Customer Service in Libraries Charles Harmon, Michael Messina, 2013-02-13 In this book, nine librarians from across the country describe their libraries' best practices in this key area. Their contributions range from all-encompassing customer service policies and models any library can both adapt and be proud of, to micro approaches that emphasize offering excellent, user-focused technology planning, picture book arrangement with patrons in mind, Web 2.0 tools to connect users with the library, establishing good service delivery chains, and making your library fantastic for homeschoolers. As past Public Library Association President Audra Caplan writes in her introduction to this book, "There is nothing magical about providing excellent customer service; it just takes the right people, the right philosophy, and the passion to make it a reality." If you've got all that, here are the best practices to make stellar customer service a reality for your library's users.

The Burnout Cure Chase Mielke, 2019-03-19 How can you energize yourself to maintain or regain a positive outlook and love of teaching? What specific immediate actions can you take to enhance your well-being and thrive both on and off the job? Award-winning teacher Chase Mielke draws from his own research, lesson plans, and experiences with burnout to help you change your outlook, strengthen your determination to be a terrific teacher, and reignite your core passion for teaching. Often lighthearted yet thoroughly grounded in research on social-emotional learning and positive psychology, *The Burnout Cure* explains how shifts in awareness, attitudes, and actions can be transformational for you and for your students.

The book describes specific steps related to mindfulness empathy gratitude and altruism that you can use on your own and with students via classroom lessons and activities Equipped with these tools teachers can be their best so they can give their best to the learners in their care **The Ultimate Job Hunter's Guidebook** Susan D. Greene,Melanie C. L. Martel,2001 Offering concise coverage of essential job hunting and career strategies this flexible how to book can supplement any business course or serve as the foundation of a career development class The Fourth Edition features increased technology coverage and strategies for long term career success Exercises develop students skills in goal setting interviewing assessing values and writing both resumes and cover letters **The Mind of an Engineer** Purnendu Ghosh,Baldev Raj,2015-11-27 The Indian National Academy of Engineering INAE promotes the endeavour of the practitioners of engineering and technology and related sciences to solve the problems of national importance The book is an initiative of the INAE and a reflection of the experiences of some of the Fellows of the INAE in the fields of science technology and engineering The book is about the reminiscences eureka moments inspirations challenges and opportunities in the journey the professionals took toward self realisation and the goals they achieved The book contains 58 articles on diverse topics that truly reflects the way the meaningful mind of an engineer works *My Unexpected Superpower* Karina Schulz,2023-04-24 About the Book In *My Unexpected Superpower* discover how Karina Schulz offers a new perspective on living with bipolarity that emphasizes acceptance understanding and leveraging symptoms as a way to deal with situations and achieve personal and professional goals above expectations This book is not only meant for people with bipolarity but rather for anyone who wishes to make slight changes in his or her mentality in order to take steps to improve his or herself each day About the Author Karina Schulz is a young first generation American she is half European mother s side and half Latin American father s side After conversations with people locally and internationally Schulz realized others would frequently ask her similar questions about her lifestyle Based on these questions and a will to share her mentality Schulz was motivated to publish a book that details how she and anyone else can turn adversity into a unique asset Schulz does not shy away from difficult topics She dives straight in sharing her experiences from her perspective Afterwards she details her mentality lessons learned and tips for others down the line **Decisions and Orders of the National Labor Relations Board** United States. National Labor Relations Board,2015-08 **PPI PE Structural Reference Manual, 10th Edition - Complete Review for the NCEES PE Structural Engineering (SE) Exam** Alan Williams,2021-09-21 The NCEES SE Exam is Open Book You Will Want to Bring This Book Into the Exam Alan Williams PE Structural Reference Manual Tenth Edition STRM10 offers a complete review for the NCEES 16 hour Structural Engineering SE exam This book is part of a comprehensive learning management system designed to help you pass the PE Structural exam the first time PE Structural Reference Manual Tenth Edition STRM10 features include Covers all exam topics and provides a comprehensive review of structural analysis and design methods New content covering design of slender and shear walls Covers all up to date codes for the October 2021 Exams

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Employment Discrimination and Civil Rights Actions in Federal and State Courts, 1999 **There's No I in Office** Jacob Lentz, Paul Koehorst, 2009-04-01 A Simon Schuster eBook Simon Schuster has a great book for every reader **How to Go to College on a Shoe String** Ann Marie O'Phelan, 2008 Once again in 2006 the cost to attend college was double the inflation rate according to the report Trends in College Pricing 2006 The average rate of tuition at four year private colleges was about 21 235 four year public universities average 5 491 Tuition costs of course are just the beginning now add room and board the cost of attending a private college is 29 026 per year on average and 12 127 at four year public universities Take a look at IVY league universities such as Princeton and the total fees will climb to nearly 37 000 An 8% college inflation rate means that the cost of college doubles every nine years For a baby born today this means that college costs will be more than three times current rates when the child is ready for college The average debt for graduating college seniors who borrow to finance their undergraduate degree is just under 20 000 But there is good news There is more financial aid available than ever before over 134 billion And despite all of these college cost increases a college education remains an affordable choice for most families Armed with the information detailed in this comprehensive book you will be privy to over 2 200 programs that offer scholarships internships or loans to more than 1 7 million students each year These are scholarships grants and loan programs that you have never heard of for example The Millennium Scholarship Offers 10 000 to students who have lived in Nevada for at least two years before they graduate from high school State funded by Nevada s portion of the lawsuit settlement against national tobacco companies Or Patrick Kerr Skateboard Scholarship One 5 000 and three 1 000 scholarships to students who promote skateboarding Created by a Philadelphia mother after her 15 year old son was killed while skateboarding Are you tall Then

apply for the Tall Clubs International Scholarship Males 6'2" or taller and females 5'10" or higher qualify for a \$1000 scholarship In addition to scholarships and grants you will learn hundreds of innovative ways to slash your college cost including calculating your college budget Ways to Reduce your college budget buy your text books supplies cheap Earn college credit on an accelerated basis CLEP Earn college credit outside the traditional classroom Make use of payment alternatives Tax credits Combine higher education and course related employment National and community service Tuition prepayment plans Federal Funds State Aid credit card use Private Sector Aid College Funds How to apply for loans grants and scholarships Preparing the financial Aid Packages Saving for college retirement funds what to do when you are parents are divorced getting awards Private Scholarships The Military National Service working while going to school inexpensive dating ideas medical dental coverage your car your cell phone your computer your dorm room spring break entertainment transportation Maybe saving money to you does not matter perhaps you won the lottery but if you want to learn hundreds of innovative ways to save thousands on your college costs than this book is for you *It's Not the how Or the what But the who* Claudio Fernandez Araoz,2014 Succeed by mastering the art of the who Why surround yourself with the best Because it matters in all aspects of life In fact in professional environments getting people right what global leadership authority Claudio Fernandez Araoz calls the art of great who decisions marks the difference between success and failure To thrive you need to identify those with the highest potential get them in your corner and on your team and help them grow Yet surprisingly very few of us are able to meet that challenge This series of short and engaging essays outlines the obstacles to great who decisions and offers solutions to address them in a systematic way Drawing from several decades of experience in global executive search and talent development as well as the latest management and psychology research Fernandez Araoz offers wisdom and practical advice to improve the choices we make about employees and mentors business partners and friends top corporate leaders and even elected officials The personal stories and cutting edge studies described in the book will help you understand both your own failings and the external forces commonly at play in staffing decisions The author shares concrete recommendations on how to select the best people bring out their strengths foster collective greatness in the groups you've assembled and create not only better organizations but also a better society Starting with the cases of Amazon pioneer Jeff Bezos and Brazilian tycoon Roger Agnelli and continuing with individual and corporate examples from around the world Fernandez Araoz paints a vivid picture of what great who decisions look like and presents a fresh and commanding argument about why they matter more than ever today **Tackling College Admissions** Cheryl Paradis,Faren R. Siminoff,2008-05-13 Every year millions of parents shepherd their teens through the arduous college admissions process They are bombarded with too much information and with destructive and pervasive college admissions myths Tackling College Admissions Sanity Strategy Success by Cheryl Paradis and Faren R Siminoff provides just what the college admissions doctor needs sanity perspective and common sense The racecourse to college admissions is littered with

obstacles some anticipated some unexpected However with knowledge and a little humor virtually all teens can cross the finish line into that good fit college Paradis and Siminoff offer a simple two part approach to college admissions Part I shows parents how to become effective coaches through employing self and teen assessment and discarding the college myths Part II takes parents through the ins and outs of the college admissions process alerting them to potential hurdles and teaching them effective easy to implement strategies to overcome these

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