

[INSERT THE DATE OF SENDING]

[INSERT THE NAME OF THE DESIRED RECIPIENT]

[INSERT THE MAILING ADDRESS]

[INSERT THE POSITION OF THE DESIRED RECIPIENT]

Recommendation Letter: [INSERT THE NAME OF THE APPLICANT]

Dear Mr. [INSERT NAME OF THE DESIRED RECIPIENT],

Good day. I am Mr. [INSERT THE NAME OF THE SENDER], the Human Resource Manager of [INSERT THE NAME OF THE COMPANY]. I am writing this letter to inform you and make a great recommendation for the above mentioned applicant.

It is with great confidence that I recommend [INSERT THE NAME OF THE APPLICANT] as a qualified applicant for a position in your good company. [INSERT THE NAME OF THE APPLICANT] was utilized by our company as [INSERT NAME OF THE POSITION PREVIOUSLY HELD] from [INSERT EMPLOYMENT DATES]. He was in charge of [INSERT THE JOB DESCRIPTION AND RESPONSIBILITY].

[INSERT THE NAME OF THE APPLICANT] has great work abilities. He is totally dependable and very proficient. He can work freely and can complete any task. He is adaptable and willing to take extra hours to work on an assigned task. He is an imaginative and committed employee and who can be relied upon at all times.

I believe that [INSERT THE NAME OF THE APPLICANT] would be a huge asset to your organization and has my endorsement. It is my earnest hope that he finds an organization with the assets to help him develop his craftsmanship.

Sincerely yours,

[INSERT NAME OF THE SENDER]

[INSERT NAME OF THE COMPANY]

[INSERT POSITION NAME]

Signature

Sample Recommendation Letter From Boss

Dorothy Y. Goble



Sample Recommendation Letter From Boss:

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 **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

Learning the Ropes Ferguson Publishing,2009 Provides basic information about how to be successful in the workplace with tips on fitting into the job employee rights and problem resolving skills **Effective Business and Workplace**

Communication Chandrabhaga Desai,2025-01-03 Effective Business and Workplace Communication is your essential guide to developing crucial skills for business and communication This book covers everything you need to know about entering the workforce and interacting effectively within professional environments We explore fundamental communication principles for job seekers and business professionals focusing on building healthy communication effective interviewing relational communication mediated communication and presentation skills You ll learn how to create an impactful resume negotiate with interviewers understand diverse workplaces develop leadership qualities and deliver effective presentations Our book also addresses maintaining a balance between work life and personal activities teaching laws and guidelines governing workplace interactions We highlight the importance of professionalism handling workplace romance addressing sexual harassment and fostering a supportive team environment We guide you on excelling at work managing time effectively and maintaining excellent performance You ll also gain insights into various communication systems media types and writing techniques Finally we emphasize the significance of balancing work and personal life providing tips to help you achieve harmony This book is a comprehensive resource for anyone serious about business and communication **Scam-proof**

Your Life Sid Kirchheimer,2007 Provides consumers with information on ways to protect themselves from scams covering such topics as homes credit cards identity theft and travel *Life Skills Curriculum: ARISE Four Wheel Drive for the Mind, Book 3: Networking, Jobs & Money (Instructor's Manual)* ARISE Foundation Staff,2011-07 ARISE Four Wheel Drive Networking Jobs and Money is brimming with old fashioned budgeting skills that help students practice making sound financial decisions Topics include opening a bank account building a support system networking interviewing finding a job

and many more *Learning the Ropes* Sharon Naylor, 2014-05-14 Understanding what to expect from the first day on the job and how to successfully navigate the workplace environment can help ease a challenging transition *Learning the Ropes* Second Edition tackles the difficult subject of how to fit into a new context whether work or school Something that everyone must experience at some point the awkward period of figuring out how things work and what is expected of one in a new situation is less difficult with some know how This book helps students overcome the OC first day jittersOCO and prepares them for some of the realities of work life including dress codes organizational hierarchies co worker conflicts and resolutions and some basic rights of every employee How to Get a Job and Keep it Dorothy Y. Goble, 1985 **Making It Work** Hirokazu Yoshikawa, Thomas S. Weisner, Edward D. Lowe, 2006-12-07 Low skilled women in the 1990s took widely different paths in trying to support their children Some held good jobs with growth potential some cycled in and out of low paying jobs some worked part time and others stayed out of the labor force entirely Scholars have closely analyzed the economic consequences of these varied trajectories but little research has focused on the consequences of a mother s career path on her children s development *Making It Work* edited by Hirokazu Yoshikawa Thomas Weisner and Edward Lowe looks past the economic statistics to illustrate how different employment trajectories affect the social and emotional lives of poor women and their children *Making It Work* examines Milwaukee s New Hope program an experiment testing the effectiveness of an anti poverty initiative that provided health and child care subsidies wage supplements and other services to full time low wage workers Employing parent surveys teacher reports child assessment measures ethnographic studies and state administrative records *Making It Work* provides a detailed picture of how a mother s work trajectory affects her her family and her children s school performance social behavior and expectations for the future Rashmita Mistry and Edward D Lowe find that increases in a mother s income were linked to higher school performance in her children Without large financial worries mothers gained extra confidence in their ability to parent which translated into better test scores and higher teacher appraisals for their children JoAnn Hsueh finds that the children of women with erratic work schedules and non standard hours conditions endemic to the low skilled labor market exhibited higher levels of anxiety and depression Conversely Noemi Enchautegui de Jesus Hirokazu Yoshikawa and Vonnice McLoyd discover that better job quality predicted lower levels of acting out and withdrawal among children Perhaps most surprisingly Anna Gassman Pines Hirokazu Yoshikawa and Sandra Nay note that as wages for these workers rose so did their marriage rates suggesting that those worried about family values should also be concerned with alleviating poverty in America It is too simplistic to say that parental work is either good or bad for children *Making It Work* gives a nuanced view of how job quality flexibility and wages are of the utmost importance for the well being of low income parents and children **Building Blocks of Writing Skills** Robert Iki Leso, 2012-09-07 *Building Blocks of Writing Skills* has been purposely written to meet the writing skills need for the Schools in Papua New Guinea It is designed to be user friendly and simplified to meet the teaching and learning needs of the students and teachers

in the classroom This book is a rich material for students and teachers who wish to prepare for National Written Expression Examinations that is organized annually across the country In five well written chapters the author swiftly takes the student how to write good narrative descriptive expository argumentative papers and letter writing Each chapter is carefully blended with a step by step direction on how a student should prepare and present a well constructed paper Indeed the author has systematically arranged this book in order for the students to easily define recall and display the different types of writings It is equipped with useful handy and practical activities to test the students knowledge and skills in writing In all it is a well written book for students who need it Without a doubt this book is not only about helping the students to write clearly and logically to present their narrative descriptive expository argumentative accounts and letter writing but also to develop the knowledge and skill levels of the students to become better person in the future Those who begin to use this book will acclaim it as a gift from someone who has seen the need for good writing and has given some thoughts and time to come up with this resourceful book This is a must book for both students and teachers who have the drive to master the skills of writing and become better at it

ARISE Four-Wheel Drive for the Mind Book 3: Networking, Jobs, and Money - Learner's Workbook Edmund F. Benson, Susan Benson, 2011-07 Book 3 of 3 Book Series Teen Jobs and Money Life Skills Curriculum It's not what you know but whom you know that counts Until now today's youth had no idea of the value of building a network of contacts to further their goals When it comes to preparing for and finding a job Networking Jobs and Money breaks down the process step by step This book contains interactive lesson plans that cover building a support system networking interviewing finding a job and much more Okay so far but what good is all of this if you can't manage the money you're making We've got that covered too Our interactive activities are brimming with old fashioned budgeting skills that help students practice making sound financial decisions Topics include opening a bank account and using credit cards

Papers to Success Michael Benedict Andrada Lopez, 2019-06-16 Papers to success is your step by step guide on how to write five essential types of business documents It is a must have for entrepreneurs corporate executives and business students Business writing should be easy and profitable Let this eBook be your pen *Hip Girl's Handbook to the Working World* Jennifer Musselman, Patty Fletcher, 2004-06 This mentor in book form guides the working gal through the unwritten indefinable and often perplexing world with information on how to launch navigate or transition careers **The**

Encyclopedia of Business Letters, Faxes, and E-mail Robert W. Bly, Regina Anne Kelly, 2009-01-01 A practical guide to drafting time saving and effective e mails faxes and memos for every occasion comes complete with three hundred model letters and instructions for adapting each one to fit a particular need Original **A Sender's Guide to Letters and Emails** Chandana Kohli, 2014-01-05 Wondering how to word a key official letter Searching for the right way to write an email to an important client Thinking about how to convey what you want on an important occasion Your business and personal communication letter and email guide is here In today's world where a lot depends on the quality of your communication how

you approach it is more important than it has ever been Daily communication happens more often than not without a personal interface and this makes the letter or email an extremely important tool to convey your personality skills and ideas effectively and succinctly Despite changes in the medium and the form the letter continues to be the driving force of all kinds of communication official or personal This book will help you communicate more cogently and confidently and guide you through situations where you might find it difficult to communicate in writing Learn how to write suitable emails and letters for official needs and challenging social situations Choose from over a hundred templates and tips Find ready made letters for all your business and personal needs This book will make letter writing faster easier and above all perfectly suited to the situation and occasion Your MBA Game Plan, Third Edition Omari Bouknight, Scott Shrum, 2011-10-15 The MBA has rapidly become the world's most desired degree with graduates of top business schools landing six figure pay packages in private equity high tech investment banking and management consulting As a result the competition for admission into select programs is fierce some schools admit less than 10 percent of applicants This third edition of Your MBA Game Plan includes even more sample essays and resumes from successful applicants fresh insight on 35 leading business schools from around the world and advice specifically tailored to international applicants It will show you how to Select target schools and highlight the personal characteristics and skill sets they seek Navigate the GMAT or GRE question Assess your own candidacy with the objective eye of an MBA admissions officer Craft compelling essays and resumes that highlight your most salient attributes and make you stand out to the admissions committee Avoid the mistakes that ruin thousands of applicants chances each year Perform flawlessly during your admissions interviews Step by Step: How to Save Thousands on College Tuition Andrea N. Johnson, Ph.D., 2017-08-11 This book has been designed to assist high school students parents undergraduate and graduate students as well as those thinking of returning to school with the college planning process Topics include how to locate scholarships managing student loan debt and barriers that prevent students from completing their degrees or that prolong the time that they are enrolled in school **Strategies** Sharon K. Ferrett, 1995 This text helps students begin their job search with self assessment and move through each key step including research networking writing resumes and cover letters completing a successful interview and how to get promoted The book emphasizes maintaining energy and morale throughout the job search **The Amazing Adventures of Working Girl** Karen Burns, 2009-03-31 A useful and fun book for any woman who has ever wanted needed lost quit hated or loved a job Working Girl aka Karen Burns has held a total of 59 jobs so far including housekeeper cigarette girl paper boy model ditch digger bank teller editor brochure writer artist and corporate drone She made mistakes along the way but extracted one important lesson from each job she has held Working Girl now shares her hard earned wisdom for the modern working woman with this series of 59 humorous yet practical vignettes including guidance on Risk taking and why it's good How to build self confidence Tips for managing your boss When you're not appreciated Causes and cures for burnout Balancing baby and boss When it's time to

say adieu and 52 more Whimsically illustrated with Working Girl cartoons this is a fun accessible advice book that deals with the real issues that are on the minds of working women and not just those who are striving for the corner office No matter where a girl finds herself on the job ladder from the bottom to the top she ll find that The Amazing Adventures of Working Girl will give her both perspective and a plan for success **"The Boss of the Whole School"** Elizabeth Ann

Hebert,2006-04-24 Elizabeth Hebert uses her 21 years of experience as an elementary school principal to offer inspiration and guidance to aspiring and practicing administrators Using real life stories from an outstanding career this book examines the responsibilities demands and challenges principals manage on a daily basis demonstrates how qualities of leadership mature over time and the conditions that both nurture and suppress it provides a heartfelt and compelling rationelle for becoming and staying a principal New and veteran administrators will recognize the school scenarios and appreciate the sincere voice of the author as she passes on valuable lessons learned

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