

## Thomas Jones

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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

**K Morrison**



## **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 a Great Reference Letter](#), *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 *Cover Letters For Dummies* Joyce Lain Kennedy,2009-01-06 Cover letters are alive and sell 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 s 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 *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 **Oswaal ISC Question Bank Class 12 Business Studies | Chapterwise and Topicwise | Solved Papers | For Board Exams 2025** Oswaal Editorial Board,2024-03-12 Description of the Product 100% Updated with Latest 2025 Syllabus Fully Solved Board Specimen Paper Timed Revision with Topic wise Revision Notes Smart Mind Maps

Extensive Practice with 1500 Questions Self Assessment Papers Concept Clarity with 1000 Concepts Concept Videos 100% Exam Readiness with Previous Years Exam Question MCQs      **A Practical Guide for Personal Assistants** Grace Tu, 2013-11-26 A practical guide for on the job personal assistants executive assistants and secretaries having similar responsibilities This book is targeted to improve their overall presentation and professionalism as they strive to climb up the corporate ladder Some specific chapters e g language proficiency are helpful to people whose mother tongue is not English This is not a book to teach shorthand typing skills or the basic office routines This is a book for those who would like to advance themselves through some practical guidance with emphasis on a hands on and functional approach In fact theoretical knowledge and technical skills can be obtained from school but things like common sense and integrity can only be obtained through life experience The thirteen chapters are split into two major modules coaching assistants how they can manage their jobs in both practical and ethical ways with appendices of samples and helpful business terms      **English (Core) - SBPD Publications** Amit Ganguly, 2021-10-15 UNIT I 1 Phonetic Symbols 2 Primary and Secondary Stresses 3 Rising and Falling Tones Intonation UNIT II 4 Time and Tenses 5 Direct and Indirect Speech UNIT III 6 Parts of Speech 7 Articles 8 Prepositions 9 Active and Passive Voice 10 Verbs Modals 11 Transformation of Sentences UNIT IV 12 Common Mistakes in English UNIT V 13 Report Writing 14 Letter Writing UNIT VI 15 Comprehension 16 Precis Writing 17 Paragraph Writing      **American Lumberman** , 1910      **The Nonprofit Manager's Resource Directory** Ronald A. Landskroner, 2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you're a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager's Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager's Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager's Resource Directory Second Edition has the information you need to keep your nonprofit alive and well in these challenging times Topics include Accountability and Ethics Assessment and Evaluation Financial Management General Management Governance Human Resource Management Information Technology International Third Sector Leadership Legal Issues Marketing and Communications Nonprofit Sector Overview Organizational Dynamics and Design Philanthropy Professional

Development Resource Development Social Entrepreneurship Strategic Planning Volunteerism      *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 of 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      *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

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**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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