

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.

Sample Letters Of Recommendation For Coworker

LL Leslie



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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. *Resume Job Get Gd* Juvenal I. angel, 1981-04-03 **NEMITYRA 2023 - 5 - 2** VALENTINA CANESE, NEMITYRA 2023 5 2 [Leadership and Women in Statistics](#) Amanda L. Golbeck, Ingram Olkin, Yulia R. Gel, 2015-07-13 *Learn How to Infuse Leadership into Your Passion for Scientific Research* *Leadership and Women in Statistics* explores the role of statisticians as leaders with particular attention

to women statisticians as leaders By paying special attention to women s issues this book provides a clear vision for the future of women as leaders in scientific and **What to Do with Your English Or Communications Degree** Rachel Klein,Lisa J. Vollmer,Princeton Review (Firm),2007 Many students major in the Humanities or Social Sciences because they love their chosen academic fields however few schools provide solid advice about how students can apply their studies to a career This unique and informative guide directs English and Communications majors to career paths that will make the most of their educational backgrounds It includes chapters on further academic study fellowship opportunities and understanding career options as well as practical and detailed job search tips and strategies **What to Do with Your English or Communications Degree**includes Practical advice on identifying career goals Profiles of popular career paths Interview and networking tips Special Q A section with former majors who are now successfully pursuing careers they love Appendices that provide listings of relevant internship and fellowship opportunities From the Center, and Margins ,1995

Contemporary Business Writing Terry McNally,Peter Schiff,1986 **Classified Index of National Labor Relations Board Decisions and Related Court Decisions** ,2009 *Careers in Criminal Justice* Coy H. Johnston,2018-01-17 *Careers in Criminal Justice* Second Edition prepares students to plan pursue and realize their career goals from conception through the hiring process Coy H Johnston s contemporary approach emphasizes student self reflection and pragmatism in the pursuit of self fulfillment and professionalism With coverage of over forty careers in policing courts corrections and victim services students receive a comprehensive overview of the most popular and growing careers in the field Self assessment tools enhance the student s self awareness and steer them toward realistic and suitable careers in criminal justice This easy to read guide is organized to prepare and encourage growth throughout the student s career New to the Second Edition A new chapter titled Volunteering and Internship Chapter 9 guides readers through the importance and process of early involvement in the field to create a more enticing resume Three new Guest Speaker profiles offer students new perspectives and practical advice for a variety of careers and geographical areas New career assessment tools are included to help students realize their compatibility with various careers in the criminal justice field Expanded coverage of information in critical areas such as private prisons careers in the judiciary and resume building ensure students are receiving a balanced introduction to criminal justice careers **Careers in Law Enforcement** Coy H. Johnston,2016-02-03 *Careers in Law Enforcement* is a valuable resource for students considering a career in the criminal justice field specifically in policing Written in a concise and conversational tone author Coy H Johnston includes three main sections planning a realistic path selecting an appropriate career path in law enforcement and preparing for the hiring process The first chapter offers students a unique opportunity to take a personality career test to help them discover the types of jobs that might be a good fit Consequently students will set sensible goals at the beginning of their degree program and seek appropriate internships and volunteer opportunities This text is a helpful resource students will be able to peruse repeatedly when they are ready to

start the process of applying for jobs within law enforcement

What to Do with Your Psychology Or Sociology Degree

Jason Wall, Lisa J. Vollmer, 2007 Many students major in the Social Sciences because they love their chosen academic fields however few schools provide solid advice about how students can apply their studies to a career This unique and informative guide directs Psychology and Sociology majors to career paths that will make the most of their educational backgrounds It includes chapters on further academic study fellowship opportunities and understanding career options as well as practical and detailed job search tips and strategies What to Do with Your Psychology or Sociology Degree includes Practical advice on identifying career goals Profiles of popular career paths Interview and networking tips Special Q A section with former majors who are now successfully pursuing careers they love Appendices that provide listings of relevant internship and fellowship opportunities

How to Write Reference Letters

Dianna Booher, 2012-01-31 From time to time your friends relatives and business associates will need you to write character references letters of recommendation introductions to business colleagues reference letters to college admission boards and committees and nominations for awards Writing that letter or email puts your friend family member or colleague in the limelight and banks a favor for your own future So don't let that task of writing a great reference letter or email keep you from helping someone who can benefit greatly from your generous support Let us help you with guidelines alternate phrases and apology templates ready to personalize Make the reference letter writing process fast and easy with this professionally written package of ready to go recommendation and reference letters for friends or business associates You'll find letters and emails for these special situations Types of Reference Letters and Emails and Recommendation Letters and Notes Supplying References for Students Supplying References for Graduate School Supplying References for Employees Suitable Supplying References for Employees Unsuitable Supplying Character References for Friends Introducing Relative to Potential Employer Nominating Candidate for Award Recognition Recommending Guest Speaker Recommending Tenure Requesting Job References Requesting Personal Character References Declining to Supply Character Reference Declining to Supply Job References Declining to Make an Introduction How to Use These Example Reference Letters and Email Package You have two choices 1 Download the PDF package and select the sample thank you letter you need Then copy and paste it into Microsoft Word or any other word processor Send it out 2 Read samples to get the flavor of what the thank you letter or note should say Then pick and choose sentences you like to use in composing your own thank you letter or note Total Number of Letters and Emails 35 Total Number of Situations Topics 20 If you need a reference letter quickly to do a favor for a friend or business associate and you want to get the words just right without wasting valuable time we can help you Award winning author of 49 books published by Simon and Schuster Pocket Books Random House Ballantine McGraw Hill Wiley Warner and Thomas Nelson Dianna Booher provides just the right words with these ready to go business reference samples and character reference letters

Achieving Excellence in the Management of Human Service Organizations Peter M. Kettner, 2002 This book attempts to

create an integrated model for management and administrative practice in the management of human service organizations. The book presents a theoretical foundation for human services management and identifies the major roles and responsibilities of the manager/administrator. To date, management books have identified problems in organizational functioning and described how systems should work. This book goes beyond description. First, it identifies themes that serve as guidelines to insure internal consistency within the organization. Then, it proposes what managers need to do to put their organizations back on track toward excellence. The overall emphasis is on how to get employees to perform at their optimum levels to insure organizational efficiency, effectiveness, quality, and productivity.

For people in Human Services Management and Social Work Administration Management: The Little, Brown Essential Handbook for Writers Jane E. Aaron, 2000. The Little Brown Essential Handbook Fifth Edition offers the currency and authority of The Little Brown Handbook in a brief spiral-bound format. This easy-to-use reference clearly and concisely answers questions about the writing process, grammar, punctuation, research, writing, documentation, and more. New in the Fifth Edition: Extensive and up-to-date coverage of MLA, APA, Chicago, and CSE documentation styles. New chapter on avoiding plagiarism, including discussion of Internet term paper sites and detection software, more examples of plagiarism and its correction, and advice on acknowledging online sources. New chapter on oral presentations, including planning, organization, and delivery. Fully integrated companion Web site, cross-referenced in every chapter of the handbook and including 34 video tutorials, 100 interactive exercises, sample research papers, usage flashcards, and links to useful Web sites in every discipline. Book jacket.

Current Index to Journals in Education, 1979 American Doctoral Dissertations, 1983 How to Write a Great Reference Letter, *Perfect Phrases for Letters of Recommendation* Paul Bodine, 2010-01-08. Expert advice for helping an applicant's chances of acceptance by choosing the right words and phrases. As a teacher, professor, or an employer, you are often called upon for letters of recommendation and probably as often find yourself stumped about what to say. It can be a daunting task when someone's future is in the balance. This book, written by a writing expert, will help you find the right words and avoid the pitfalls of creating a letter of recommendation. Author Paul Bodine explains what makes a recommendation letter good and also what can make it ineffective. The book contains paragraph-length examples of effective recommendation letter writing for all types of situations.

How to Write Recommendation Letters Shaun Fawcett, 2013. How To Write Recommendation Letters: Power Tips and Phrases To Write Any Reference Letter. This unique how-to manual with links to multiple real-life recommendation letter templates is a powerful resource that will enable you to quickly and effectively write ANY type of recommendation letter or reference letter for any situation. Unlike most other resource books in this niche, this particular how-to manual goes beyond just writing letters of recommendation and reference for admission to college and university programs. Instead, it covers the writing of ALL types of recommendation letters and reference letters for ALL situations: personal, business, character, employment, AND college admission. Here's what you will discover in this valuable

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