

Thomas Jones

123 Business Rd., Business City, NY 54321 - 555-555.555 - thomas.jones@email.com

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

CO Houle



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

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Technical Writing and Professional Communication Baalaaditya Mishra, 2025-01-03 Technical Writing and Professional Communication is divided into two parts Technical Communication and Professional Communication This comprehensive guide covers essential chapters on technical communication followed by the most important aspects of professional communication We all know that communication is an integral part of our lives whether via text or speaking to convey our thoughts and feelings to others Different communication skills are needed for various situations For example we use informal communication with family and friends but for job interviews business meetings or interactions with teachers formal communication is necessary Communicating formally is a crucial skill and mastering technical and professional communication is essential This book provides the knowledge and tools needed to excel in both areas making it an invaluable resource for anyone looking to improve their communication skills

The Effective Corrections Manager Bridget Gladwin, Charles R. McConnell, 2012-10-04 Managing a correctional agency hinges on effectively recruiting training directing and motivating people to provide a stable and safe correctional facility Providing current information on the management and supervision of correctional facilities this revised and updated Third Edition offers practical advice based on direct experience Designed for upper undergraduate criminal justice and sociology courses readers will learn about relevant trends with regard to correctional institutions as well as sentencing judicial treatment and correctional management philosophies This comprehensive text covers all the major management topics required for those entering corrections including labor management relations legal issues writing effective delegation coping with changing environments and more The Effective Corrections Manager Third Edition provides expanded coverage on supervision report writing and interpersonal relations In terms of supervision the text includes expanded discussions on issues first time supervisors will encounter building and maintaining morale recognizing the need for training subordinates and developing implementing and enforcing facility policies This Third Edition stresses the importance of accurate report writing including expanded coverage of strategies for writing incident reports techniques for reviewing reports and consequences for poor language and writing skills Finally it contains refined coverage of relationships between a supervisor and subordinates recognizing and controlling potential

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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

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Computerworld ,1982-04-12 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network

PROFESSIONAL COMMUNICATION KAVITA TYAGI,PADMA MISRA,2010-12-16 With the younger generation today seeking jobs in multinational corporations large companies or the civil services in the government and the competition becoming stiffer and stiffer with each passing day it is only natural that the ability to communicate effectively precisely as well as to acquire communication skills has become more important than ever before A plethora of books have flooded the market to capitalize on this frantic effort of the younger generation to become adept in communication And professional communication is no exception to this This accessible and compact book on Professional Communication strives to focus on the communication skills needed for the professionals Divided into five parts and 19 chapters the book begins with a discussion on the concept of communication and then it goes on to give in detail features of a language as a tool of communication the communication process models and barriers to communication The text also elaborates on word formation vocabulary sentence structure and paragraph development In addition it explains different forms of technical communication the format layout and style of business communication technical documents such as theses scientific articles and research papers and technical proposals Furthermore the book provides value based text reading from celebrated writers This student friendly book suffused with practical examples is primarily intended as a textbook for the first year

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