

Sample Reference Letter:  
Graduate School Reference

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13 January 2006

Admissions Committee  
Division of Applied Psychology  
Alberta University  
Edmonton, AB T2T 1T1

**Re: Reference for Bradley Calumba**

I am writing in support of Bradley (Brad) Calumba's application for the Masters program in Applied Psychology. Brad worked with Community Services part-time as a Life/Skills Coach from September 2006 to April 2007. I was his direct supervisor. Brad's key responsibilities included planning and facilitating workshops and working one-on-one with clients.

Brad came to Community Services with minimal experience in the life/skills education field. He demonstrated a strong ability to learn quickly the information and skills he required to be effective in the performance of his duties. In my experience I have found that working part-time and studying full-time is something that not all students do well. Brad was able to manage his academic, work and other commitments effectively.

Brad's performance of his responsibilities was excellent. The feedback he received from students who attended his workshops and from those he worked with one-on-one was consistently very positive and provides evidence of his strong teaching and interpersonal communication skills.

Brad worked very well with his peers and supervisors. Many of the workshops are co-facilitated. Brad's peers could always count on him to meet his commitments, and work in a co-operative and professional manner. Personally, I have always found Brad very mature, personable and conscientious, and to have a very positive attitude about work. I would not hesitate to hire him if he applied with Community Services in the future.

If you would like further information about Brad's employment with Community Services, I may be contacted at (780) 444-4444.

Sincerely,

Ara Ban  
Client Services Manager

# Sample Reference Letters For Dpt

**Tobias Bleicker**



## **Sample Reference Letters For Dpt:**

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### **Table of Contents Sample Reference Letters For Dpt**

1. Understanding the eBook Sample Reference Letters For Dpt
  - The Rise of Digital Reading Sample Reference Letters For Dpt
  - Advantages of eBooks Over Traditional Books
2. Identifying Sample Reference Letters For Dpt
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Sample Reference Letters For Dpt
  - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Reference Letters For Dpt
  - Personalized Recommendations
  - Sample Reference Letters For Dpt User Reviews and Ratings

- Sample Reference Letters For Dpt and Bestseller Lists
- 5. Accessing Sample Reference Letters For Dpt Free and Paid eBooks
  - Sample Reference Letters For Dpt Public Domain eBooks
  - Sample Reference Letters For Dpt eBook Subscription Services
  - Sample Reference Letters For Dpt Budget-Friendly Options
- 6. Navigating Sample Reference Letters For Dpt eBook Formats
  - ePub, PDF, MOBI, and More
  - Sample Reference Letters For Dpt Compatibility with Devices
  - Sample Reference Letters For Dpt Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Sample Reference Letters For Dpt
  - Highlighting and Note-Taking Sample Reference Letters For Dpt
  - Interactive Elements Sample Reference Letters For Dpt
- 8. Staying Engaged with Sample Reference Letters For Dpt
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Sample Reference Letters For Dpt
- 9. Balancing eBooks and Physical Books Sample Reference Letters For Dpt
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Sample Reference Letters For Dpt
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Reference Letters For Dpt
  - Setting Reading Goals Sample Reference Letters For Dpt
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Reference Letters For Dpt
  - Fact-Checking eBook Content of Sample Reference Letters For Dpt
  - Distinguishing Credible Sources

13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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