#### Frank Lau

123 Business Rd., Business City, NY 54321 - 555-555-555 - frank.lau@email.com

September 1, 2018

Bernadette Lee Director Acme Accounting 321 Business Ave. Business City, 54321

Dear Bernadette,

I have known John Smith for the past year while he has worked as an Accounting Assistant in the Company Accounting Office. I have been consistently impressed by both John's attitude towards his work and his performance on the job.

His interpersonal and communication skills have allowed him to develop productive working relationships with both our clients and our staff. John has the listening and interviewing skills necessary to extract information from our clientele while performing financial assessments.

John possesses solid writing skills which have enabled him to compose quality correspondence. He also has the analytical skills to diagnose problems and devise viable solutions. His ability to remain unflustered during frenzied periods like tax season proves his ability to work well under pressure.

I recommend him for employment without reservation. Please let me know if you need further information.

Frank Lau Manager Acme Accounting

# **Sample Letter Of Recommendation For Manager**

**Kimberly Sarmiento** 

#### **Sample Letter Of Recommendation For Manager:**

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 How to Write It. Third Edition Sandra E. Lamb, 2011-08-30 Write personal and professional communications with clarity confidence and style How to Write It is the essential resource for eloquent personal and professional self expression Award winning journalist Sandra E Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type

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illustrate the immense significance of the latter to competitive advantage and organizational success in our rapidly changing global knowledge based economy. The generation and acquisition of ideas and knowledge their internal transfer and application throughout the organization and the cross border transfer of knowledge all through the effective management of human talent have become integral to contemporary management. The contributors examine planning and staffing training coaching performance management and organizational learning and development Academics human resource management practitioners and management consultants will find this volume valuable. 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.

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Business and Professional Communication Kelly Quintanilla Miller, Shawn T. Wahl, 2023-02-14 Professional success requires excellent communication skills Organized around the transition from student to professional life Business and Professional Communication Fifth Edition gives readers the tools they need to move from interview candidate to team member to leader Coverage of new communication technology and social media and an emphasis on building skills for business writing and business presentations including the effective use of visual aids will help students to understand the role of communication in successfully handling situations like job interviewing providing feedback to supervisors and working Topline, Bottom Line: A Simple, Brief, Comprehensive, and Irreverent Writing Guide for Professionals Robert Levine, 2017-11-19 Topline Bottom Line opens by stressing the importance of good writing to business in the Information Age Part One devotes a chapter each to grammar spelling punctuation accuracy of word choice the impact of word choice on writing s tone or style structuring sentences and paragraphs organizing documents and the composition process Part Two presents strategies for the most common types of business writing resum s and cover letters other correspondence company newsletter articles descriptive writing like instructions and job descriptions expository writing such as project reports and employee reviews and persuasive writing like proposals The conclusion asserts that words convey information as definitively as numbers requiring an equal level of precision in their use it also counsels that writing is an art not a science because only the unique circumstances of each writing situation determine what works best for that situation The Principal as School Manager William L. Sharp, James K. Walter, 2012-11-03 Designed to teach the principal to efficiently and effectively accomplish noninstructional roles the third edition of The Principal as School Manager offers advice on expectations and survival techniques to ensure the principal s longevity in the district Like the previous editions this book is an essential guide to practice and procedure Its chapter on school legal issues will be especially useful for principals dealing with improper Internet usage drug testing and off campus searches Other chapters will explain the role of the assistant principal the importance of maintaining safe schools in a climate of violence and the relationship between the principal and the superintendent This third edition contains new chapters and sections on managing the school curriculum special education classroom walk throughs creating a healthly school environment and cyberbullying Appropriate also for graduate courses on the principalship educational administration educational leadership and personnel administration The Principal as School Leader is the go to guide for both novice and veteran school principals The Ethical Component of Nursing Education Marcia Sue DeWolf Bosek, Teresa A. Savage, 2007 This unique text uses hands on examples and learning exercises to help you apply critical ethical principles to specific nursing challenges while addressing a range of patient populations and settings

TEXTBOOK ON PHARMACEUTICAL REGULATORY AFFAIRS Dr. S. Valarmathi, Dr. Anasuva Patil, Dr. Abhishek Suman, Mr Vinay Kumar Yanmandru, Dr. NARLA SUNITHA, Prof. (Dr.) Varsha Deva, 2023-08-04 This book structured in TWO different parts These parts are as follows Part I emphasizes on GCP Good Clinical Practices GLP Good Laboratory Practices GMP Good Manufacturing Practices USFDA NDA ANDA U S Food and Drug Administrations New Drug Approval Abbreviated New Drug Approval and TQM Total Quality Management GCP Good Clinical Practices is an international quality standard that is provided by International Conference on Harmonization ICH an international body that defines standards which governments can transpose into regulations for clinical trials involving human subjects Good Clinical Practice guidelines include protection of human rights as a subject in clinical trial It also provides assurance of the safety and efficacy of the newly developed compounds Good Clinical Practice Guidelines include standards on how clinical trials should be conducted define the roles and responsibilities of clinical trial sponsors clinical research investigators and monitors In the pharmaceutical industry monitors are often called Clinical Research Associates GLP Good Laboratory Practices deals with the organization process and conditions under which laboratory studies are planned performed monitored recorded and reported GLP practices are intended to promote the quality and validity of test data Published GLP regulations and guidelines have a significant impact on the daily operation of an analytical laboratory GMP Good Manufacturing Practices Manufacturing relies on the ability to reproduce exactly a single product hundreds if not thousands of times To make this possible guidelines have been drawn up in most countries that are similar to the FDA ones described here that define GMPs Diagnostic companies including those manufacturing and distributing biosensors cannot sell their products for either public or professional use unless they have been approved on the basis of these guidelines USFDA NDA ANDA U S Food and Drug Ad Federal Register ,1996-04 Rules of Thumb for Business Writers Diana Roberts Wienbroer, Elaine Hughes, Jay Silverman, 2005-03-21 Rules of Thumb for Business Writers offers busy professionals solutions to most on the job writing challenges Brief to the point chapters cover all the basics including reports resumes speeches memos letters and PowerPoint with tips for meeting deadlines and managing paper flow This edition contains new information on Internet research and communications technology with examples sample documents and a resource list **Veteran Employment Tactics** Tom Stein, Greg Wood, 2013-09-24 Things have changed times have changed and times are tough especially if you re a military veteran seeking employment in today s economy This essential guide is designed to help you succeed in your civilian job search Written by a career military officer and a career expert TheHireTactics introduces a methodology that includes innovative tools that go far beyond the traditional resume and cover letter You will learn how to define your value in civilian terms and employ the strategies and tactics necessary to differentiate yourself from the competition and successfully complete your job search mission Learn the 4 Milestones for Civilian Employment Packaging teaches you how to implement new and unique tools that will clearly separate you from your competition Promotion introduces strategies and techniques

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