

April 20, 1998

To Whom It May Concern,

Sandra Braxton worked as a human resources coordinator for two years in my department at Fennel Corp. During that time, Sandra has diverse responsibilities. She reviewed resumes to identify qualified employment candidates, conducted preliminary applicant interviews, and documented hiring-firing policy decisions for distribution to Fennel's various department supervisors.

Sandra is bright, articulate, and hard working. Her enthusiasm for the job comes through in all she does. She has a positive attitude that makes her a pleasure to work with and is one of the reasons she was so well-liked by her coworkers.

I highly recommend Sandra for any job she is considering in the Human Resources field. She would be an asset to any employer. If you have further questions about Sandra, please do not hesitate to contact me at (404) 55-1121, ext 200

Sincerely,

Kenneth Swipe
Vice President, Human Resources

Sample Recommendation Letter For Colleague

Dianna Booher

Sample Recommendation Letter For Colleague:

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 a Great Reference Letter, Effective Business and Workplace Communication Chandrabhaga Desai, 2025-01-03 Effective Business and Workplace Communication is your essential guide to developing crucial skills for business and communication. This book covers everything you need to know about entering the workforce and interacting effectively within professional

environments We explore fundamental communication principles for job seekers and business professionals focusing on building healthy communication effective interviewing relational communication mediated communication and presentation skills You ll learn how to create an impactful resume negotiate with interviewers understand diverse workplaces develop leadership qualities and deliver effective presentations Our book also addresses maintaining a balance between work life and personal activities teaching laws and guidelines governing workplace interactions We highlight the importance of professionalism handling workplace romance addressing sexual harassment and fostering a supportive team environment We guide you on excelling at work managing time effectively and maintaining excellent performance You ll also gain insights into various communication systems media types and writing techniques Finally we emphasize the significance of balancing work and personal life providing tips to help you achieve harmony This book is a comprehensive resource for anyone serious about business and communication *The Art of Teaching Art* Deborah A. Rockman,2000 This guide for teaching and learning the foundations of drawing based art features step by step methods that easily translate into classroom exercises for the college level art teacher Line color illustrations 5 000

Clinical Practice to Academia Crystal Gateley,2024-06-01 Designed to assist health professionals with the transition from a clinical role to a faculty role Clinical Practice to Academia A Guide for New and Aspiring Health Professions Faculty provides a comprehensive overview of higher education for new and aspiring faculty across health professions including occupational therapy physical therapy athletic training nursing speech language pathology clinical and diagnostic sciences and pharmacy This practical guide explores the complexities of the faculty role and includes specific strategies related to teaching and learning in the health professions Written by Dr Crystal A Gateley Clinical Practice to Academia includes an overview of the issues most impacting academics today Chapters are placed within the context of current health care and higher education settings Conceptual foundations of teaching and learning are reviewed and specific strategies for classroom instruction are provided The text also includes suggestions for ongoing professional development through the first few years and beyond Unique aspects of Clinical Practice to Academia include Introduction to institutional differences that affect faculty roles Focus on the first few years of an academic career Recommendations for exploring campus and professional resources Overview of today s college students Self directed learning activities in each chapter for further exploration of topics With practical advice that can be tailored to unique faculty roles Clinical Practice to Academia A Guide for New and Aspiring Health Professions Faculty is a must have for any health care professionals who are moving into academia *The Encyclopedia of Business Letters, Faxes, and E-mail* Robert W. Bly,Regina Anne

Kelly,2009-01-01 A practical guide to drafting time saving and effective e mails faxes and memos for every occasion comes complete with three hundred model letters and instructions for adapting each one to fit a particular need Original *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

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Keith-Spiegel,2008-01-16 Most mental health professionals and behavioral scientists enter the field with a strong desire to help others but clinical practice and research endeavors often involve decision making in the context of ethical ambiguity

Good intentions are important but unfortunately they do not always protect the practitioner and client from breaches in ethical conduct Academics researchers and students also face a range of ethical challenges from the classroom to the laboratory Now in a new expanded edition Ethics in Psychology and the Mental Health Professions the most widely read and cited ethics textbook in psychology has emerged with a broadened scope extending across the mental health and behavioral science fields The revised volume considers many of the ethical questions and dilemmas that mental health professionals encounter in their everyday practice research and teaching The book has been completely updated and is now also relevant for counselors marriage and family therapists social workers and psychiatrists and includes the ethics codes of those groups as appendices Providing both a critical assessment and elucidation of key topics in the APA's guidelines this comprehensive volume takes a practical approach to ethics and offers constructive means for both preventing problems recognizing

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observed unethical conduct in others and confidentiality among others Ethics in Psychology and the Mental Health Professions will be important reading for practitioners and students in training An instructors manual is available for professors on http://www.oup.com/us/companion_websites/9780195149111 The Latham Letter ,2005 Teacher's Communications Resource Book P. Susan Mamchak,Steven R. Mamchak,1986

The MBA Field Guide: How to Get In & What to Expect at the World's Renowned Programs , Writing Recommendation Letters Joe Schall,1997 Letter

Writing Made Easy! Margaret McCarthy,1995 Ready to use samples for both intimate personal letters and powerful business correspondence are included in this handy guide as is practical advice on format style tone forms of address and much more

Writing & Speaking in Technology Professions David F. Beer,1992 Did you know that technology professionals spend 20 percent to 50 percent of their time communicating with others This book delivers concrete advice from foremost experts on how to write technical documents that are clear and effective give oral presentations more confidently present information visually using graphics and much more Everyday Letters Ready to Go Cheryl McLean,1996 100 sample letters that include saying thanks graciously saying no nicely providing a recommendation for a friend or colleague stating a complaint expressing sympathy and so on How to Write Reference Letters Dianna Booher,2012-01-31 From time to time

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