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Letter of recommendation samples pdf

A professional letter of recommendation is usually written by an employer on behalf of an employee looking for other employment opportunities. This letter can be very helpful in helping job applicants secure a specific position. It would be important for letter writers to know if their reference is related to opening specific jobs or if it is a generic letter of recommendation used in a job search. The most important information to include in a professional referral letter is in what professional capacity the author already knows the applicant and for how long. It should also detail past responsibilities of employees, and it must highlight their personal skills, abilities and talents. In order for a letter of recommendation to be effective, the author should frame the candidate in the most favorable light and use specific examples and anecdotes to illustrate and reinforce the author's argument. Table of Contents While a professional letter of recommendation is usually written by an employer, it can also be written by an internship supervisor, a teacher, a professor, a client, or a colleague. The chosen person will be able to positively refer to the candidate's personality and their suitable position. If possible, the author should be provided with a description of the job that the candidate is applying for and its requirements so that they can best tailor their letter to match the job description. How to write (Format) A professional letter of recommendation is usually in standard business letter format and should fill out a page. The business message format requires a message title, including the author's name, title, and contact information. If the letter is designed for general use, then the author should give up the recipient information and set To Whom It May Concern as their greeting. After the message title and greeting, the general format begins with an introduction, followed by one or more segments of content, and ends with a conclusion and an additional contact invitation. Introduction The trailer should briefly describe the author's professional relationship with the candidate and how long they already know the applicant. It should also express the intention of the letter, which is to introduce the staff/candidate in question. Example #1 Francis Bacon Manager at Princeton Electric 4123 Blum St, Beverly Hills, CA, 90210 April 19, 2017 Joseph Baker CEO All Power Associates 5185 Big Plaza Chicago, IL, 60619 Dear Mr. Baker, I am delighted to be writing to you in Dale Daves' proposal for the Position of Store Supervisor. This good young man has been working on my team for the past 3 years, and during that time I considered him an invaluable asset. The example above is sent to a specific person in relation to a specific position the candidate is applying for. When writing a letter on behalf of a person leaving their current job, it is important to detail why they left (in this example: seeking promotion). For example: January 21, 2017 Charles Robertson Bookings & Management at Booker's Productions 4135 Fairville Place Nashville, TN, 60313 To Whom It May Concern, Over the past two years, Julie Styles has worked as an underse past taine here at Booker's Productions. Julie has proven herself responsible, dedicated and personal. She is more likely to assist and perform new tasks, and so with great enthusiasm I can personally recommend her to any position in the management of bookings and artists. This example is written by someone who acts as an internship supervisor. Although it is mentioned as a general letter of recommendation, it specifically recommends likely candidates in their desired field. The letter's content paragraphs will contain one or more paragraphs describing the tasks a candidate performs as an employee or trainee, their positive personality character, and any values they add to a team or business beyond their job description. If possible, specific examples should be used to make the proposal more convincing. For #1 as a faculty editor and contributing writer, Charles has received numerous awards for his work. I remember when his story about local infrastructure crumbled, gained coverage across the country and drew attention to an important issue. Largely due to Charles' concern for the local community and his solid research methods, our city has turned a corner in its history and overcome the bureaucratic corruption that is bogged down by development plans. Charles put in for hours in the office and his door was always open. In addition to being an excellent writer and editor, he is also a great team leader and a pleasure to work with. Here, the author uses a specific example to highlight the exemplary work of employees and their positive impact on the local community. For #2 in preparing contracts for this construction project, John and I made a very clear and budget plan. When he and his team were able to get the job done ahead of the scheduled deadline and in our agreed budget, I was impressed. Over the years, I have dealt with many contractors and I can see that Mr. Travis displays a level of professionalism that is rarely consistent. In this example, a client describes how a candidate can implement a plan that can both agree and provide services on time and in their budget. A client, as opposed to an employer, will only spend a limited period of time in their dealings with the applicant, so it is important that they have many positive things to say about their experience. Conclusion Conclusion must have a summary of the candidate's degree, a re-establishment of the author's proposal, an invitation to contact information, an official off sign, and the author's signature on their typed name. For #3 with his excellent communication skills, Mr. Wekananda will make an invaluable asset to any sales team and he deserves my highest offer. Please let me know if you have any other questions I can get in touch via email edwards@company.us. Sincerely, _____ By focusing on a prominent feature, this proposal ends with a clear indication of what kind of value the candidate offers. For #2 it has been a pleasure to have Edward as an employee and I am confident that he will continue to distinguish himself in his next workplace. Please do not hesitate to contact me if you need more information or support regarding Edward's application. Sincerely, _____

above example shows a simple and simple conclusion that the applicant is a good employee and gives a clear invitation to contact the author for more information. This type of conclusion is best suited for a general letter of recommendation as it describes the candidate in more general terms. Model 1 Charles Westfield Owner & Manager, Saly Custom Shirt Design 500 Park Street Salt Lake City, UT, 89701 April 30, 2017 Wendy Albright Stalight Communications 999 First Avenue Vernon, UT, 77079 Dear Ms. Albright, I am writing this letter to support Stephen Durham's application for the position of Web Manager & Graphic Designer at Stalight Communications. For over a year, Stephen has been working for me making custom T-Shirts designed for different businesses and individuals. He was a talented designer and a hard worker. Most of the work that Stephen did for me was to design and communicate with clients. However, he also redesigned the company's website, making it much more intuitive and user-friendly. He is extremely web-fluent. In addition to updating the company's website, Stephen has improved the company logo and the company's office design and business cards. The workload we receive may be extremely demanding, but Stephen always delivers his work on schedule and is able to plan his work processes to suit the company's needs. It is for this reason that I give you my highest recommendation to accept Stephen for this position. In my experience there are not many people who can hold up under severe pressure to consistently provide quality results. If you have any other questions regarding Stephen Durham's application for the Web Management & Graphic Design position, please contact me. Sincerely, _____ Charles Westfield cwestfield@gmail.com 555-555-5555 Model 2 A.M. April 16, 2017 Mandy Wilson Owner and Manager Dial 411 Event, Inc. 6 Treeble Ave Freedom, UT, 80801 To Whom It May Concern, I will introduce Joseph Rajid to a position at your organization. Joseph has been an event planner and group manager at Dial 411 Events for the past three years. During that time, he proved himself to be extremely skilled in all areas of event planning. As team manager, Mr. Rajid showed the organization, confidence, and professional needed to fulfill this leadership role. He maintains a staff that is always on time and hardworking. I have continually received extremely positive feedback from clients about the success of the events he manages, as well as the quality of service provided by our staff. If anyone is to take credit for these positive reviews, it is Joseph. After planning events from small-scale gatherings, to gala dinners attended by thousands of people, Joseph had the field experience necessary to plan successful events. A special contract is the engaged party for the daughter of a diplomat. The client had in mind such an ambitious and complex event within its scope that I thought it was a pretty overwhelming prospect. Joseph signed the contract and quickly sought out special contractors to support some of the more lavish details. The event was so successful that it was featured in a viral photo by City Life Magazine. We are all saddened to see Joseph leave and he will be painfully missed. He has been a model employee and a company asset since day one. It is with great pleasure that I write this letter of recommendation on behalf of such a worthy candidate. If you need more information, do not hesitate to contact me. Sincerely, _____ Mandy Wilson @411Events.com toros@email.com July 12, 2017 George West CEO, West, Inc. 55 Easy Street Umbridge, N.Y., 50601 Dear Mr. West, I am writing to support Tracy Keenan's application for the position available at the organization. Tracy has been a clerk here in Cross, Inc. for the past six years. She has been a pleasure to work with and we are all saddened to see her go. Through her diligence and hard work, she has made herself an i can not replace presence in the office. I can assure you that Ms Keenan has demonstrated her ability to do the most of her work. In addition to the ability to follow instructions, organize documents and maintain a busy schedule, Ms. Keenan is always looking for a lot of work to do. It is this desire to always go the extra mile which makes Tracy such a valuable asset. Tracy Keenan will leave a tough position to fill here, but we all wish her the best when she moves to Umbridge. She has my highest offer. If you need any additional information, please contact me. Sincerely, _____ Cross Cross Cross