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Anyone applied for a job knows how important recommendation letters can be taken. While you probably asked for a reference letter in the past, you could have less familiar with writing. If someone asks you a reference, how can you produce a big letter that will help your employee, colleague or friend? To help you through the writing process, we are providing nine samples of effective letters of recommendation (scroll down to jump to samples!). Reading these examples, you will get a clear understanding of how to structure your own letters. Before arriving at the samples of the free recommendation letter, we briefly review the role that the reference letters play in the employment process. Why are they important, and what makes some others above others? Why are the recommendation letters important? Many employers require recommendation letters to help them decide to note or promote internally. During the recruitment process, the applicant strives to present himself in the best light. Beyond the interview and curriculum, take the managers watch the letters of recommendation to confirm the qualifications of the candidate and to get intuition from an external part. The Head of Assumptions wants to know what experiences the candidate will lead to the new role, as they contribute to the company or to the organization, and how it will behave on the day of the day. The letters of recommendation can indicate future performance of a candidate speaking of his past successes. The reference letters can also make light on what is how to manage, work with, or, in the case of a character reference, be friends with the person under review. Complete the history of the candidate and suggest what will take to the table in his next work. If you are asked to write a letter to someone, it's safe to assume that you want to do a good job. Helping someone to take in there is not just a good satisfactory action, but it's also a good professional karma! So how can you transform those good intentions into a stand-out employee's recommendation letter? Every letter, of course, will be different, but the good letters share some key features. Read on to learn about three important characteristics of strong reference letters. Your recommendation letter is not the time to be Cagey on your identity! The assumption manager wants to know who you are and because you are qualified to recommend the applicant. What makes a letter of recommendation stands out? 3 main features strong letters give positive descriptions of the ability of a candidate concise and powerful. In addition to using the light and error-free language, what elements should you include your letter of recommendation to be effective? While writing your letter, make sure it does the following: # 1: Explain why you are qualified to recommend the candidate to maintain the weight, a letter of recommendation should come from a reputable source. If an employer wants a professional reference, the writer of that letter probably worked with the candidate in a supervisory capacity. Some employers will also be interested in letters from a colleague or, occasionally, a friend, a neighbor or a family member. Most letters, however, will be written by a supervisor, manager or boss of some kind. In the first paragraph, you should explain who you are and how to know the candidate. How much time did you work with you and in what ability? Explaining your relationship, monsters that you are qualified to give an honest assessment. If someone feels like a relative stranger asks you to write a letter, you could consider the decline or recommend someone else to write it. You have not known the performance of the candidate's work or has done it only in a completely unrelated way to the new position, then you may not be able to provide a useful letter of the recommendation from the employer to the employee. The best letters are written by people who can talk to the capacity and achievements of the candidate. Make sure you clearly declare at the beginning of your letter letter You are and because your opinion counts. 2 #: Customized for the new position while you should talk to the candidate's achievements in her past role, you should also show why she had made a good shape in the next one. Even if the candidate to make a career change, you can explain why you will be able to do well in the new industry. Here is where open communication with the applicant is important. You should share the job description so as to have a clear understanding of positioning needs. As the writer, he is not expected to do many research on the new job. The candidate must provide with everything you need to know to customize your letter. Drawing to this information, you can express the trust that the candidate will have successful in the new role. Then, when the hiring manager reads your letter, he will feel reassured that the candidate would be a good measure. # 3: Use specific examples and anecdotes finally, and perhaps more importantly, your letter should provide specific examples about the candidate. Not only adjectives List like, "friendly, intelligent and hard work". Instead, current circumstances in which the candidate shown these qualities. To borrow a favorite phrase of English teachers, "show, not just saying." Not only examples to point to the value of the candidate brought to your organization or company, but will also make a picture of how to work in day by day. Using two or three specific anecdotes in your letter will increase the level of persuasion of her. It will also dodge a common trap letter rec: become a generic list of clichés. Just as you just have to write a letter of recommendation if you feel able to evaluate the candidate, you should just write it if you can provide a big one. Even if you don't want to go over the lines and the insincere sound, your letter should be a strongly positive support. Letters of sample recommendation while reading through the nine free work letters below, note how everyone shares the three main features described above, even if they differ in terms of source and target reference. Below are nine letters of sample recommendation, each followed by an analysis of what is good for it! After checking the samples mentioned above of recommendation letters, continue to read for some final reflections on how to write a great letter of recommendation for an employee, collaborator, or a friend. Now that you have all the building blocks, you can put them together in a powerful letter of recommendation! Writing strong letters of recommendation: Final considerations While samples above recommendation letters will guide you through the letter writing process, they can't appear exactly like your final product. Writing a letter is a significant commitment, as it requires you to customize your words to the candidate and make your letter unique. Although the specifications vary, strong letters of recommendation have some common characteristics. Each letter should ... Use an official format The sample letters show the correct format for a recommendation letter. They have the name of the employer, the position, the society, and the company of high. To give an example, here is the header for the sample Recommendation letter: # 1: Mrs. Greta JohanssenssenssensstreamBase Corp.66 Western Boulevardsanta Fe, New Mexico 87500 You should also use official letterhead who has your name and information of Contact at the top, in any way you have chosen to present it. Each letter is addressed to a specific person, a "gentle hiring." Greeting More staff than, typically, paragraphs are single lines with a double space between each of them. Finally, each letter ends with the invitation to contact the manufacturer for more information. Then the writer can understand the position of him, societies, telephone number, e-mail under the name of him. The strongest letters start with an immediate support statement begins with a strong opener. They could say: "It's my mine "It's my pleasure," O "I am very pleased to provide this letter of recommendation for Joe." We indicate the obvious with a phrase like "I am writing to recommend Joe", it seems weak next to a more enthusiastic can opener. In the first paragraph, he explains who you are and because you are qualified to recommend the candidate. Write a line or two praise on the professional strengths and staff of him, perhaps with a summary of the main points you will present in the rest of the letter. Including two to three specific examples as mentioned above, strong letters generally include two to three body paragraphs with specific anecdotes on the candidate. They do not only describe the great qualities and achievements of the applicant; They give examples and demonstrate its potential employer who made results in the past who predict future success. You could talk about a project or responsibility for the applicant or value that led to your company. It considers relevant qualities such as flexibility, initiative, leadership, growth, collaboration, interpersonal skills and / or the ability to perform in a given environment or culture. To summarize ... depending on the relationship with the candidate, you could concentrate more about your work performance or in the personal character in your letter of recommendation. An employer will concentrate more about professional skills while a colleague can add personal qualities. A friend or nearby who provide a reference of character would produce the most personal letter. It falls to the candidate to wisely choose its recommendors and share all relevant information on the prospective position to help them write the best letter they can. As long as the key features discussed above and take the a c

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