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How to Write Successful Letters of Recommendation: 10 Easy Steps for Reference Letters That Your Employees, Colleagues, Students Friends Will Appreciate - With Companion CD-ROM (Paperback)

By Kimberly Sarmiento

Atlantic Publishing Group Inc, United States, 2014. Paperback. Book Condition: New. 226 x 150 mm. Language: English . Brand New Book. 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...

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-- Zachery Mertz

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