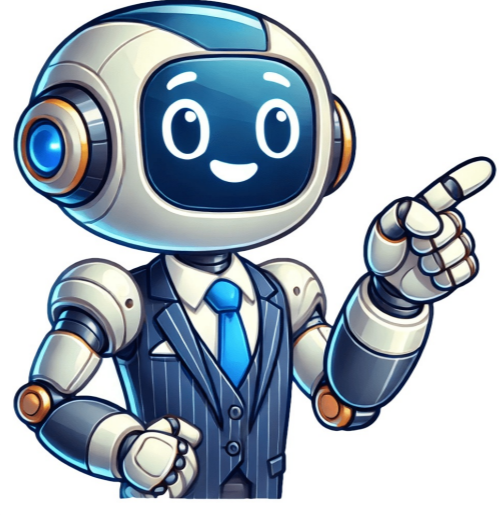


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Address] Dear [Hiring Manager Name], It is with pleasure that I recommend [Employee's Name] for a position at your restaurant. I was [Employee's Name]'s manager at [Your Restaurant Name] for [Number] years. [Employee's Name] is a hardworking, reliable, and enthusiastic employee. They consistently provided excellent customer service and were always willing to go the extra mile to ensure customer satisfaction. [Specific Instance of Positive Customer Interaction] demonstrates their dedication. They were also a valued member of our team, always willing to help out their colleagues. [Employee's Name] is a quick learner and possesses a strong work ethic. I am confident that they would be a valuable asset to your team. I highly recommend them without reservation. Sincerely, [Your Name] Sample 16: Recommendation for a Salesperson [Your Name] [Your Title] [Company Name] [Your Email] [Your Phone Number] [Date] [Hiring Manager Name] [Company Name] [Company Address] Dear [Hiring Manager Name], I am writing to highly recommend [Salesperson's Name] for a sales position at your company. I have worked with [Salesperson's Name] for [Number] years at [Your Company Name] as their [Your Role]. [Salesperson's Name] is a highly motivated and results-oriented salesperson. They have a proven track record of exceeding sales targets and building strong relationships with clients. During their time with us, they [Specific Achievement 1 with Quantifiable Results, e.g., increased sales by 20%] and [Specific Achievement 2, e.g., consistently exceeded quota by 15%]. They have excellent communication and negotiation skills. [Salesperson's Name] is a valuable asset to any sales team. I am confident that they would be successful in this role. I highly recommend them without reservation. Sincerely, [Your Name] Sample 17: Recommendation for an Engineer [Your Name] [Your Title] [Company Name] [Your Email] [Your Phone Number] [Date] [Hiring Manager Name] [Company Name] [Company Address] Dear [Hiring Manager Name], I am writing to recommend [Engineer's Name] for an engineering position at your company. I worked with [Engineer's Name] on several projects at [Your Company Name] and found them to be a valuable asset to the team. [Engineer's Name] possesses a strong foundation in engineering principles and a keen eye for detail. They are proficient in [Specific Engineering Software/Skills] and consistently deliver high-quality work. On the [Project Name] project, they [Specific Example of Engineering Skill and Problem Solving]. [Engineer's Name] consistently takes initiative and is detail oriented. [Engineer's Name] is also a team player and a strong communicator. I am confident that they would be a valuable asset to your engineering team. I highly recommend them without reservation. Sincerely, [Your Name] Sample 18: Recommendation for a Software Developer [Your Name] [Your Title] [Company Name] [Your Email] [Your Phone Number] [Date] [Hiring Manager Name] [Company Name] [Company Address] Dear [Hiring Manager Name], I am writing to enthusiastically recommend [Developer's Name] for a Software Developer position at your organization. I have had the pleasure of working alongside [Developer's Name] at [Your Company Name] for the past [Number] years. [Developer's Name] is a highly skilled and dedicated software developer with a strong understanding of [Programming Languages/Technologies]. They consistently deliver high-quality, well-documented code. For example, on the [Project Name] project, [Specific Technical Achievement and Problem Solving]. They are also adept at learning new technologies quickly. [Developer's Name] is a collaborative team player and a valuable asset to any software development team. They communicate effectively and are always willing to share their knowledge. I highly recommend them without reservation. Sincerely, [Your Name] Sample 19: Recommendation for a Graphic Designer [Your Name] [Your Title] [Company Name] [Your Email] [Your Phone Number] [Date] [Hiring Manager Name] [Company Name] [Company Address] Dear [Hiring Manager Name], I am writing to strongly recommend [Designer's Name] for the Graphic Designer position at your company. I had the pleasure of working with [Designer's Name] as their [Your Role - e.g., supervisor] at [Your Company Name] for [Number] years. [Designer's Name] is a talented and creative graphic designer with a strong eye for detail. They have a strong understanding of design principles and are proficient in [Design Software]. They consistently produce high-quality designs that meet the needs of our clients. For example, [Specific Project and Positive Outcome]. [Designer's Name] is always willing to improve their skills and produce high quality work. [Designer's Name] is a valuable asset to any creative team. I am confident that they would be a successful addition to your team. I highly recommend them without hesitation. Sincerely, [Your Name] Sample 20: Recommendation for a Marketing Professional [Your Name] [Your Title] [Company Name] [Your Email] [Your Phone Number] [Date] [Hiring Manager Name] [Company Name] [Company Address] Dear [Hiring Manager Name], I am writing to wholeheartedly recommend [Marketing Professional's Name] for a marketing role within your organization. I have known [Marketing Professional's Name] for [Number] years as their [Your Role/Relationship] at [Your Company Name]. [Marketing Professional's Name] is a highly skilled and experienced marketing professional with a proven track record of success. They have a deep understanding of [Marketing Channels/Strategies] and are adept at developing and implementing effective marketing campaigns. For example, they [Specific Achievement with Quantifiable Results, e.g., increased website traffic by 30%]. They are very creative and have excellent communication abilities. [Marketing Professional's Name] is a strategic thinker, a results-oriented professional, and a valuable asset to any marketing team. I highly recommend them without any reservation. Sincerely, [Your Name] Sample 21: Recommendation for a Project Manager [Your Name] [Your Title] [Company Name] [Your Email] [Your Phone Number] [Date] [Hiring Manager Name] [Company Name] [Company Address] Dear [Hiring Manager Name], I am pleased to recommend [Project Manager's Name] for the position of Project Manager at your company. I worked closely with [Project Manager's Name] at [Your Company Name] and was consistently impressed with their skills and dedication. [Project Manager's Name] is a highly organized, detail-oriented, and effective project manager. They have a strong understanding of project management methodologies and are adept at managing complex projects from start to finish. For instance, on the [Project Name] project, they [Specific Example of Project Management Skills and Success]. They are effective at keeping all parties on schedule and on budget. [Project Manager's Name] is also an excellent communicator and a strong team leader. I am confident that they would be a valuable asset to your organization. I highly recommend them without reservation. Sincerely, [Your Name] Sample 22: Recommendation for Someone Applying to Law School [Your Name] [Your Title] [University Name] [Your Email] [Your Phone Number] [Date] [Admissions Committee] [Law School Name] [Law School Address] Dear Admissions Committee, It is with great enthusiasm that I recommend [Applicant's Name] for admission to your law school. I have had the pleasure of knowing [Applicant's Name] as a student in my [Course Name] class at [University Name]. [Applicant's Name] is an exceptional student with a sharp intellect, a strong work ethic, and a genuine passion for the law. They consistently demonstrated excellent analytical and critical thinking skills in my class, particularly in [Specific Area related to Law]. For example, their research paper on [Topic] was exceptionally well-researched and argued. [Applicant's Name] is always prepared and willing to learn. [Applicant's Name] is also an articulate and persuasive communicator, both orally and in writing. I am confident that they possess the intellectual capacity, the dedication, and the interpersonal skills necessary to succeed in your rigorous law school program. I highly recommend them without hesitation. Sincerely, [Your Name] These 22 sample recommendation letters are designed to provide a solid foundation for crafting impactful and personalized letters. Remember to tailor each letter to the specific requirements of the recipient and to highlight the candidate's unique strengths and achievements. By focusing on concrete examples and quantifiable results, you can create a compelling recommendation that significantly enhances the candidate's chances of success. Good luck! 1 hour leave letter sample Previous ArticleOffer Letter Templates: 14 Samples to Hire Top Talent Next Article Strong Recommendation Letters: Boost Your Job Application You don't have to be somebody's boss to write her a recommendation letter. You might have a coworker ask you to write one when she applies for an internal promotion or a position outside the company. The sample letter in this article is written by a colleague for someone applying to a leadership position at another company. As a coworker and friend to the candidate, the writer can speak both to her professional skills and to her personal interests. Read on to see how the writer supports his colleague's job application. Sample Recommendation Letter #7: Written by a Coworker Mr. Ernie SandersChief Marketing OfficerGlobex Tech55 Valley RoadPalo Alto, CA 95014 Dear Mr. Sanders, I'm very pleased to recommend Alice for the position of Editor-in-Chief with Globex Tech. As a fellow IT Content Editor at CloudArk, I've worked alongside Alice for the past five years. Not only has she been a key player on our team, but she's also become a close personal friend. Alice's skills and leadership qualities would make her an invaluable addition to your information technology content development team. While Alice has found success at CloudArk, helping increase our blog traffic from a few thousand to over one million monthly readers over her time here, she's looking to maximize her skills as a leader within a larger company. Our small start-up doesn't yet have the opportunities for leadership for which Alice is qualified. Alice is poised to step into a role of editorial management for a content program with the potential for global reach. Alice can plan, create, and market IT content and build a global presence for Globex Tech. She's an excellent writer and editor with a facility for translating technical information into engaging content. She has used her knowledge of the tech world both to popularize CloudArk's blog and to develop a platform for educational training, including IT-related certifications, workshops, and webinars. She has her finger on the pulse of technological trends and provides content that's both useful and captivating to readers. Alice marries her writing skills with a working knowledge of digital and inbound marketing. She works across social media, email campaigns, and other public relations outreach to effect viral engagement. Her last three posts across our social media platforms generated an all time high of 20,000 shares and helped bring in many unique visitors. In a leading position with your company, Alice would use strategic tactics, like search engine optimization and social media metrics, to take your web presence to the next level. In addition to her professional qualifications, Alice has personal qualities that make her well-suited to leadership. She's naturally fallen into the role of "point person" that many of us go to with questions. She's not afraid to take risks and often suggests new directions to explore. Alice was instrumental in introducing our educational platform for training, for instance, a direction that has proven to be very fruitful. She's committed to quality, growth, and progress, and she inspires her team members to strive for the same. In short, Alice is a person with vision. On a personal note, Alice has become a close friend over our years of working together at CloudArk. She organized several social events for the company, like bar meet-ups and 5k races, helping to facilitate team cohesion and allowing us to form a great friendship. In fact, we're going trail running this Saturday. Alice's fun and friendly personality are just icing on the cake of her many other qualifications. Alice has my highest recommendation for the position of Editor-in-Chief with Globex Tech. I'm excited to see the directions in which Globex Tech will grow under Alice's leadership. Please feel free to contact me for any further information. Thanks very much for your time. Sincerely, Robert WordsworthIT Content EditorCloudArk(email protected)(866) 811-5546 Robert sounds confident that Alice has the editorial and social media skills to be Editor-in-Chief. Recommendation Letter #7: The Breakdown This recommendation letter sample is one written by a coworker for someone applying outside of the company. This coworker describes his personal friendship with the applicant while also pointing out the applicant's professional skills and work performance. He starts with a statement of strong support, as well as an explanation of why Alice is looking to step into a leadership position at a larger company. Robert describes Alice's past accomplishments and future potential. He shows how she contributed to CloudArk's growth, describing her skill in content creation and knowledge of technological trends. He also touches on her digital and content marketing abilities, both of which would be essential in her target job. In addition to discussing her experiences, Robert explains that Alice has the leadership capabilities and vision to move into an Editor-in-Chief position. He says she's become the "point person" for her colleagues while also excelling at collaborative work. Alice's skill is further evidenced by virtue of the fact that the letter is written by a work colleague. As Alice's friend, Robert's also able to touch on some of her personal interests, providing an additional dimension to the letter. Overall, Robert states strong support for Alice's application and gives examples as to why she's ready to step into a position of editorial leadership. His letter presents Alice's editorial and marketing qualifications and proves that she's established positive relationships with her colleagues. What's Next? Not everyone asks a coworker or manager to provide them with a letter of recommendation. People who are just out of college often ask a former professor. Check out this next recommendation letter sample to see how a professor supports a former student's job application! Are you looking for more rec letter samples? Refer to this complete reference letter guide to find more samples and learn more about the letter writing process. Have any questions about this article or other topics? Ask below and we'll reply!