

## **Guide to providing a Reference Letter**

The preferred method for providing a reference for an employee is as a contactable referee, that is, by listing the referee's name and contact details in the candidate's resume. This enables a potential employer to validate a candidate's skills and abilities against the role they have applied for. If however, a reference letter is requested this guide may be helpful in preparing a reference letter.

### **Salutation**

If you are writing a personal letter of reference, include a salutation (Dear Mr. January, Dear Ms. February, etc.). If you are writing a general letter, say "To Whom it May Concern" or simply don't include a salutation.

### **Paragraph 1**

The first paragraph of the reference letter template explains your connection to the person you are recommending, including how you know them, and why you are qualified to write a reference letter to recommend employment.

### **Paragraph 2**

The second paragraph of the reference letter template contains specific information on the person you are writing about, including why they are qualified, what they can contribute, and why you are providing a reference letter. If necessary, use more than one paragraph to provide details.

### **Summary**

This section of the reference letter template contains a brief summary of why you are recommending the person. State that you "highly recommend" the person or you "recommend without reservation" or something similar.

### **Conclusion**

The concluding paragraph of the reference letter template contains an offer to provide more information. Include a phone number within the paragraph or in your signature.

# Letter Of Recommendation Guide

**David F. Beer, David A. McMurrey**



## **Letter Of Recommendation Guide:**

## Adopting the Song of Expression: An Emotional Symphony within **Letter Of Recommendation Guide**

In some sort of used by displays and the ceaseless chatter of quick conversation, the melodic elegance and emotional symphony developed by the prepared word frequently disappear in to the backdrop, eclipsed by the persistent sound and interruptions that permeate our lives. However, located within the pages of **Letter Of Recommendation Guide** a charming fictional treasure overflowing with fresh emotions, lies an immersive symphony waiting to be embraced. Crafted by a wonderful musician of language, this interesting masterpiece conducts visitors on a psychological journey, well unraveling the hidden tunes and profound affect resonating within each carefully crafted phrase. Within the depths with this touching analysis, we will discover the book is main harmonies, analyze their enthralling publishing style, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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