

# Reference Letter Template

Dear [insert name],

I am writing to recommend [employee\_name].  
[He/She/They] worked with us at [company\_name]  
as a [employee\_job\_title] and [reported to me/  
worked with me] in my position as [insert your job  
title].

As an employee, [employee\_name] was always  
[insert quality]. During [his/her/their] time in my  
team, [he/she/they] managed to [insert example].

I've always put a premium on [insert quality]  
among my team members and [employee\_name]  
never failed to deliver. An example was when  
[insert example]. [Employee\_name] is a delight to  
work with and I wouldn't hesitate to hire  
[him/her/them] again.

Should you have any further questions about  
[him/her/them], feel free to reach me at [phone  
number].

Thanks,  
[Your name and signature]

# Guide To Writing A Reference

**VM Jensen**



## Guide To Writing A Reference:

**Reference Guide to Writing Across the Curriculum** Charles Bazerman, Joseph Little, 2005-07-04 This reference guide traces the writing across the curriculum movement from its origins in British secondary education through its flourishing in American higher education and extension to American primary and secondary education [The Rowman & Littlefield Guide to Writing with Sources](#) James P. Davis, 2004 This succinct guide helps writers to assess quote cite and present information from a variety of types of sources including electronic and Internet sources It features samples of writing and style sheets as well as a checklist for quoting and paraphrasing This second edition also incorporates the latest updates to MLA CSE and CMS styles **The SAGE Guide to Writing in Criminal Justice Research Methods** Jennifer M. Allen, Steven Hougland, 2020-01-28 The SAGE Guide to Writing in Criminal Justice Research Methods equips students with transferable writing skills that can be applied across the field of criminal justice both academically and professionally Authors Jennifer M Allen and Steven Hougland interweave professional and applied writing academic writing and information literacy with the result being a stronger more confident writer researcher and student in criminal justice Focused on teaching students how to write in the academic setting while introducing them to a number of other writing tools specific to research methods such as writing literature reviews abstracts proposals and more The perfect companion for any criminal justice research methods course this brief text focuses on key topics that will benefit students in their classes and in the field *Technical Writing 101: A Real-World Guide to Planning and Writing Technical Content (Third Edition)* Alan S. Pringle, Sarah S. O'Keefe, 2009-05

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Processes Writing Mechanics and Writing Contexts Coverage of APA Chicago and CSE styles of documentation has been substantially expanded and the MLA section has now been fully revised to take into account all the 2016 changes Also expanded is coverage of academic argument of writing and critical thinking of writing about literature of paragraphing of how to integrate quoted material into one s own work of balance and parallelism and of issues of gender race religion etc in writing The chapter Seeing and Meaning Reading and Writing About Visual Images is entirely new to the sixth edition

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