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SAMPLE REQUEST FOR LETTER OF REFERENCE

[Your Name]
 [Street Address]
 [City, ST ZIP Code]
 November 5, 2008

[Recipient Name]
 [Title]
 [School Name]
 [Street Address]
 [City, ST ZIP Code]

Dear [Recipient Name]:

I am applying to Ph.D. programs in linguistics this winter and am writing to ask if you would be willing to write a letter of recommendation in support of my applications. I plan to specialize in Sociolinguistics in English, particularly with respect to gender changes in speech. I would also like to further my understanding of English Syntactic Theory.

I believe that the two courses I took from you, LING 311 Linguistics and Society (Spring 2001) and LING 403 Seminar in Comparative Linguistics (Fall 2002), have helped me to develop a solid foundation for my graduate studies in linguistics. Our investigation into the complex and fascinating interactions among language, culture, and society planted the seed from which my passion in Sociolinguistics has grown.

I have included a summary of my academic and professional experience to help you decide whether to recommend me. I plan to apply for autumn, 2004 admission to four schools, and the applications are due in early January.

Should you decide to recommend me, I will send you a draft of my statement of purpose, copies of my transcripts, my resume, a writing sample, and any other materials you think would help you in the evaluation process. If you have any questions, please contact me by phone at (555) 555-0199 or by e-mail at someone@example.com.

Thank you for your time and consideration. I look forward to hearing from you!

Sincerely,

[Your Name]

Enclosure

Designations/2011/P&AD/64216

20th April 2011

Name : SRIVASTAVA ASHISH K
 Salary Code : 64216
 Location : LUCK
 BC/RC/CC : FE/087/S1
 Division/Dept : INT

Sub: Re - Designation

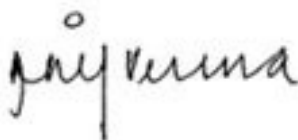
Dear SRIVASTAVA ASHISH K,

Keeping in mind the market scenario, business exigencies and the need for our employees to play a larger and more effective role in their current assignments, we have decided to re-designate them.

With effect from 1st April 2011,you have been re-designated as **Assistant Manager** in **O** band in level **II**. Kindly note that your remuneration & all other terms and conditions of employment remain unchanged.

We look forward to your enhanced contribution in your current assignment in making and sustaining Godrej as a Winning Organization, and we wish you all the best in your endeavours.

Yours Sincerely,



A. G. VERMA
 Executive Director & Head
 Corporate Personnel &
 Administration



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 Hanoi, S.R. of Vietnam
 Tel: +84 4 3831 5100
 Fax: +84 4 3831 5090
 www.ey.com

10 August 2012

To whom it may concern,

I am pleased to write this letter of recommendation for Pham Minh Trang, who was an intern in the Marketing and Business Development department from 1 Jun 2012 to 15 Jul 2012. Her main responsibility was to render support to our marketing activities.

This year, our department has been running a series of activities to celebrate 20 years of Ernst & Young Vietnam (EYVN). Trang was responsible for preparing various publications related to our 20-year celebration and brainstorming ideas for two upcoming internal events in this celebration series, namely Family Day and Alumni Dinner. Besides these basic duties, Trang was also entrusted with more challenging tasks, including drafting a congratulations letter to the newly published National Audit Magazine for our Country Managing Partner and the opening speech for the inauguration of our new office in Ho Chi Minh City.

Regarding her main responsibilities, I appraise Trang for a neat and smooth writing style in English, demonstrated through internal mass emails written with conviction and articles written and translated to English succinctly. Her ability to do research on and produce a competent write-up on new subject matters was clearly manifested. Ms Dung, Business Development Executive Director, regarded Trang as her trusted assistant due to her serious and meticulous work attitude and entrusted her with allocating work to other interns and reviewing important translated documents for EYVN's monthly Business Magazine.

In addition, I am strongly impressed by Trang's well-versed interpersonal and communicational skills. Her contagious sociability and sincerity grants her the ability to connect well with others in a short period of time, regardless of any age gap. This certainly left me with a strong belief that she has a potential in convincing people, a skill that will allow her to perform well not only in a marketing context but also in many other fields of business.

Lastly, Trang proved to me that she is prepared for the workplace despite just finishing her first year in university. I also applaud her adaptability to the working environment and her committed work attitude. This I also speak for Ms Mai, Director, Assurance Service, who quickly passed on favourable words about Trang's amiability and professional conduct after her first secretarial role during a meeting between Ms Mai and our potential partners.

I believe the skill set that Trang possesses will be an asset to any organization as the ability to communicate with stakeholders is of paramount importance in the business industry. Given more opportunities to grow, Trang will not disappoint you with the ability to work under pressure and a thirst for improving herself.

Feel free to contact me if you have any further questions regarding Trang.

Best Regards,



Lan Thu Tong | Marketing
 Ernst & Young Vietnam Limited
 Email: lan.thu.tong@vn.ey.com | Cell: +84 912 939120

June 22, 2011

Dr.
Principal II, Doña Rosario High School
11 M. Agoncillo St., Doña Rosario Subdivision
Novaliches, Quezon City

Dear Dr. Duka:

Our fourth – year students taking Bachelor in Business teacher Education, major in Technology and Livelihood Education (TLE), are required to complete 300 hours* class observation in their subject Observation and Participation and Community Immersion: 240 hours in Technology and Livelihood Education (TLE) subjects (Metal Works, Electricity, Drafting, Handicraft, and Woodworking and etc.); and 60 hours in Entrepreneurship/Business Technology subjects (Stenography, Keyboarding, Office Procedures, Computer Application, Retail Marketing Management /Marketing and Bookkeeping/Accounting).

The inclusion of Industrial Arts in the courses to be observed is aimed at providing exposure in other TLE areas for our future high school teachers and enhancing their preparedness for secondary school teaching. May we request permission for the following students to observe existing classes in the foregoing areas in your school.

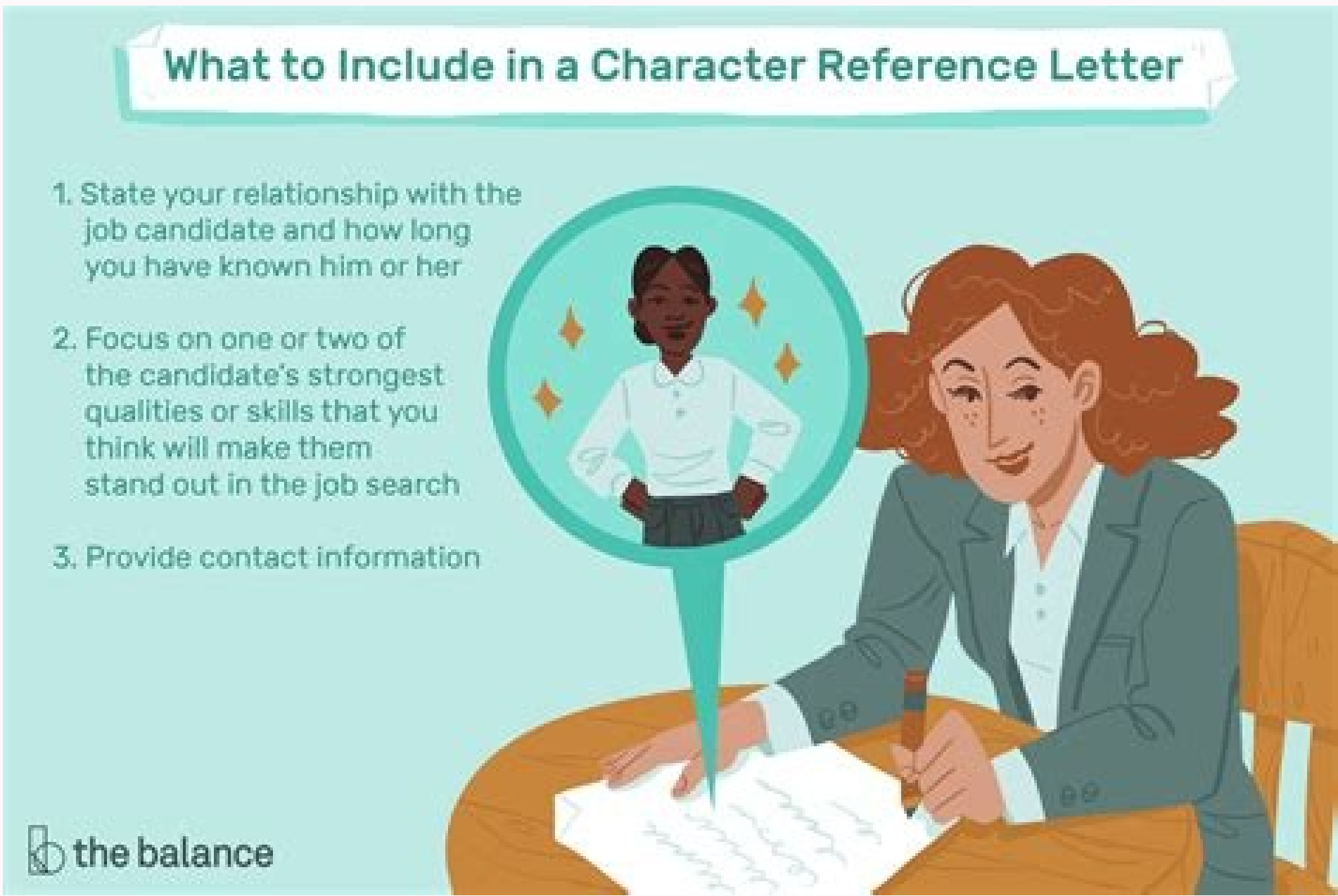
Ms. Ruth Grace A. Barona
Mr. Eric A. Co

Thank you for your generous accommodation of our request which will undoubtedly contribute immensely to the attainment of our University mission of producing quality business teacher education graduates.

Very truly yours,

MARILYN F. ISIP
Coordinator, Student Teaching

Noted:



How to ask someone for a linkedin recommendation. How to ask for a recommendation for linkedin. How to ask your boss for a linkedin recommendation. How to write a linkedin recommendation template. How to request a recommendation linkedin.

Identify the person who would like to recommend it below, concentrate on the person who wants to write a recommendation. I appreciate your time and I hope to have its news soon. "You can recognize that you recognize that you are busy and offer to write a draft that you can edit (or ignore everyone). You can ask for a recommendation then. We are going to do it. Would you feel how you write such a recommendation of this type for me? S, I am more happy to return the favor and write a recommendation. I would love that you could touch the initiative and our collaboration in Z. How do you make the request? "This will give anyone who reads their recommendations a Complete vision of Cómo is presented with different hearings and the ability to see that it has higher level defenders, "he adds. For example, let's say that a large and successful project has just finished with work partners and customers. Never offer value Request something without offering value first. But, what really say about you in particular? Issite a LinkedIn recommendation by email, use the following template: Hello [name], I hope everything is well with you. After everything, this person is doing a favor, you don't want to seem demanding. Or, if you are connected to LinkedIn and want it to be very easy for the person, use the boton "accelerating" at the bottom of their profile and copy and galos in the note. Hello [name] I hope you have a great week I want to let you know how much I enjoy working with you, so as much as I value your ideas and comments. I have especially enjoyed collaborating with you in [project in which you worked together]. Provide context that is always collecting comments and would greatly appreciate your own through a by LinkedIn, Dice Artis. Before sending su recommendation recommendation Find something to send to your contact, such as an interesting blog post, invitation of web seminars, research report or even a reference. A thing more? Be corted and professional, make it very easy for them to say that if you and pay it. Think about what you would like to communicate, not all recommendations have the same proper. Identify three issues that you would like that the person concentrates on genical recommendations as the following not so effective: "It is great! He is a really pleasant guy." "Jill is a worker and an intelligent worker." "Collaborating with Stephanie was increased." Of course, these statements are good. First, it gives people an idea of how much time this task will take. If a yours will significantly raise my profile. Make the question not so differ! All that is needed is a short email to ask a professional contact with a recommendation, and is on the way to elaborate a LinkedIn profile that really talks about your experience and reputation. You can also offer to provide a recommendation in return and request specific things that you would like that you include in your recommendation to them, it suggests artis. Are you looking for a new job? With that in mind, I would love if I could write a LinkedIn recommendation that highlights my skills in [E;rea] and [Érrea]. As a result, I thought it would be an excellent option to write me a brief recommendation of LinkedIn that highlights my skills in [E;rea] and [E;rea]. Instead of thinking about what is most interesting, think about what would be more than your contact. Secondly, it relieves the stress of wondering whether they are writing too much or very little. Avoid me if there is something specific to what you want to get attention. Finally, he warns, keep in mind how to request a recommendation for an external part. For example, are you work of a financial analyst for Project Manager? Select You to the recommender and his position at the time they worked together. Add some to your profile and see what they do for you. Here there is an example of how you could express its indications: "I am really proud of the work we did at the Corp Inc. This has two propens. Project. You can do it by email or directly through LinkedIn. LinkedIn's travel, follow these steps: Step 1: Go to the LinkedIn profile of the person requesting a recommendation. Use these tips to obtain personalized and persuasive recommendations from LinkedIn that make your profile stand out against a sea of Competitors but, as Muse's career coach says and human resources expert Christie Artis: "No matter how much time, the context she provides is key." If you are really aware, you can ask for recommendations at all times The year. Many people also tend to look particular garlic and passions. Can a LinkedIn recommendation? Just drill to make it gentle and very short. Step 4: Using the guidelines in this publication, write a brief note to your recommender and press the "Send" boton to send your application. I have a small request for you. The short answer is that you can ask for one at any time. In fact, your LinkedIn recommendations can be a great point of sale for those who could be looking to hire it. Only three or five prayers is all I am looking for. A short and vague response is almost as in ostile as not having recommendation, so that it could be trusted to be thorough and reflective. Of course, you want this person to give him a brilliant critic. If you are willing to be willing, I am happy to send information To facilitate writing. Note that the best person to write a recommendation is not always the closest or the The most impressive tile. Send the application, everything that remains is now to send the application. There are some guidelines to help you find the perfect person to recommend it. Air if there is something specific that you want to emphasize. 5. Let us soon! [Your name] á ¿VER? All the best, [your name] Hello [name], I hope everything is well with you! [A little talk or a friendly question.] I am touching the basis to make a small request. Incoritant to attract new customers? But if you want to obtain new customers, a recommendation of a client that details the results that helped them to mean more prospects. I really enjoy working with you at/at [Project/Compaa ± ää], and I wondered whether I would write a brief recommendation of my work. My goal is to keep my LinkedIn profile updated to provide a precise image of my skills and experiences. Originally published on January 15, 2018 2:28:00 pm, updated on January 15, 2018, a brilliant recommendation of a client provides social evidence that can reassure the minds of new prospects. The most likely to wait for a recommendation to choose it for something: a job, a deal, an organization. Before asking for a recommendation, think about what you are trying to achieve, since this will affect you will ask you and how you direct this person. How do you see that? I really enjoy working with you in [Compaa ± ää], and especially I appreciate [comments/tips/experience you received from them]. 2. Therefore, it recommends taking advantage of the key points of Check-In and comments, for example, its next revision cycle, to request a recommendation. Recently I found this electronic book on [theme that matters to them] that thought it would be interested: [Content asset link] will find the particularly valuable section x. To make sure you get a Personalized, ask the person who does with a couple of topics or questions. These praise could be applied to almost anyone. Is the perfect perfect To show all the great things that people have to say about you. I will be delighted to write a recommendation in return. When it is out of nowhere, "it can make people think they are preparing to leave, so be careful." Consider who requests it and when, and do not forget to provide context. Thank you, [your name] LinkedIn's recommendations can distinguish it from competitors and help your career in a sense. It is more difficult to obtain a revision when it is more easy for people to write one, says Artis. That said, it is not always easy to be aware of this. Then, request specific comments on the key skills required of a project manager á €, says Artis. Choose someone with whom: they have worked for six months or who has experience with other professionals such as you have benefited materially from your work is in a similar industry or has a job similar to the public objective you want to attract (customers , recruiters, executives, etc.) is a strong writer who considers him in a positive light (Obvio, but critical!) 3. With this in mind, the recommendations must be specific enough to convince the decision maker that select it specifically, and not just someone like â². Step 2: Click on the "More ..." boton under your profile photo and select "Request a recommendation" in the deployable menad. Because they are very important, the representatives should not only wait for the reviews to be presented naturally, they must look for them proactively. How to request a recommendation on LinkedIn 1. I am currently [looking for a job/looking to move from my current role as x in y] and I want to keep my updated LinkedIn profile for recruiters. Attracts the correct type of attention of recruiters and hiring managers, helps to build a strong network and And it is a convenient and very easy way to show their work, ability and passions. For example, if you are looking for a new job, a recommendation of a colleague manager or colleague The exemplary work performance will help it stand out with recruiters and hiring managers. Recommendations are crucial for the credibility of sellers. After everything, nothing makes you see better than praise of an important client, an old boss or a nearby colleague. Of course, there is no pressure in any way. In order to make a dramatic career change? What should you ask? What implies asking for an adequate recommendation about LinkedIn? If that is the case, "it is better to ask immediately while you are still fresh in people's minds." Can you write a little about that initiative and how were our collaboration and results? "In addition, consider adding a guide in length. Here there are a pair of email templates that you can try. Artis suggests that you get a variety of voices, included but not limited to the upper ligs with which you have worked or N familiar with the work he has done, his current and previous managers, immediate team members and clients. 4. We all know the benefits of a robust LinkedIn profile. Here there is a template to help you write an increased LinkedIn recommendation) When you are going to write your email to this person, "give them a context about what you are looking for within the recommendation. Recommendation.

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