

# Relevant References - Sample Documents

## Letter of Recommendation - Sample 1

Format: PDF/DOC

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**TechCorp Industries**

**Human Resources Department**

1234 Business Ave, Suite 500

New York, NY 10001

March 15, 2024

To Whom It May Concern:

I am writing to provide my highest recommendation for Sarah Johnson, who worked as a Senior Software Developer in my team at TechCorp Industries from January 2021 to February 2024. As the Director of Engineering, I had the pleasure of supervising Sarah's work on multiple critical projects.

Sarah consistently demonstrated exceptional technical skills in full-stack development, particularly excelling in React, Node.js, and cloud architecture. Her contributions to our flagship product resulted in a 40% improvement in application performance and significantly enhanced user experience.

Key accomplishments during her tenure include:

- Led the migration of our legacy system to microservices architecture
- Mentored 5 junior developers, contributing to team growth and knowledge sharing
- Delivered all assigned projects on time and within budget
- Demonstrated excellent problem-solving abilities under pressure

Sarah's professionalism, technical expertise, and collaborative spirit make her an invaluable asset to any organization. I recommend her without reservation.

Sincerely,

Michael Chen

Director of Engineering

TechCorp Industries

Phone: (555) 123-4567

Email: [m.chen@techcorp.com](mailto:m.chen@techcorp.com)

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# Professional References Contact List

Format: DOC/PDF

## Reference #1:

- Name: Dr. Amanda Rodriguez
- Title: Chief Technology Officer
- Company: InnovateTech Solutions
- Relationship: Former Manager (2019-2021)
- Phone: (555) 987-6543
- Email: [a.rodriguez@innovatetech.com](mailto:a.rodriguez@innovatetech.com)
- LinkedIn: [linkedin.com/in/amandarodrigueztech](https://www.linkedin.com/in/amandarodrigueztech)

## Reference #2:

- Name: James Thompson
- Title: Project Manager
- Company: GlobalSoft Inc.
- Relationship: Direct Colleague (2020-2023)
- Phone: (555) 456-7890
- Email: [j.thompson@globalsoft.com](mailto:j.thompson@globalsoft.com)
- Years worked together: 3 years

## Reference #3:

- Name: Lisa Park
  - Title: Senior HR Business Partner
  - Company: TechCorp Industries
  - Relationship: HR Partner
  - Phone: (555) 234-5678
  - Email: [l.park@techcorp.com](mailto:l.park@techcorp.com)
  - Can verify: Employment dates, performance, professional conduct
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# Performance Evaluation Sample

Format: PDF

## ANNUAL PERFORMANCE REVIEW

**Employee:** Sarah Johnson

**Position:** Senior Software Developer

**Review Period:** January 2023 - December 2023

**Reviewer:** Michael Chen, Director of Engineering

**Overall Rating: 4.8/5.0 (Exceeds Expectations)**

### Technical Skills (5.0/5.0)

- Demonstrates mastery in full-stack development
- Stays current with emerging technologies
- Consistently delivers high-quality, maintainable code

### Leadership & Collaboration (4.5/5.0)

- Effectively mentors junior team members
- Facilitates productive team discussions
- Contributes positively to team culture

### Project Management (4.8/5.0)

- Consistently meets project deadlines
- Proactively identifies and mitigates risks
- Excellent stakeholder communication

### Goals for Next Year:

1. Lead the implementation of new CI/CD pipeline
2. Complete AWS Solutions Architect certification
3. Present at internal tech conference

**Manager Comments:** Sarah continues to be one of our top performers. Her technical excellence combined with strong leadership qualities make her an ideal candidate for promotion to Lead Developer role.

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## LinkedIn Recommendations Export Sample

**Format:** PDF

### LINKEDIN RECOMMENDATION #1

**From:** Michael Chen, Director of Engineering at TechCorp Industries

**Date:** February 28, 2024

**Relationship:** Michael was Sarah's manager

"I had the privilege of managing Sarah for over three years at TechCorp Industries, and she consistently exceeded expectations in every aspect of her role. As a Senior Software Developer, Sarah demonstrated exceptional technical prowess, particularly in full-stack development and cloud architecture.

What sets Sarah apart is her ability to balance technical excellence with strong leadership qualities. She successfully mentored five junior developers while delivering complex projects on time and within budget. Her migration of our legacy system to microservices architecture was a masterpiece of technical planning and execution.

Sarah's collaborative approach and problem-solving mindset make her an invaluable team member. Any organization would be fortunate to have her on their team."

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## LINKEDIN RECOMMENDATION #2

**From:** Dr. Amanda Rodriguez, CTO at InnovateTech Solutions

**Date:** March 10, 2024

**Relationship:** Amanda managed Sarah directly

"Sarah Johnson is one of the most talented software developers I've had the pleasure of working with. During her time at InnovateTech Solutions, she consistently delivered innovative solutions to complex technical challenges.

Her expertise in modern web technologies, combined with her excellent communication skills, made her an ideal bridge between technical and business teams. Sarah's code quality was exceptional, and her attention to detail ensured that our applications were both performant and maintainable.

I highly recommend Sarah for any senior technical role. Her dedication, skills, and professional demeanor make her a standout candidate."

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## LINKEDIN RECOMMENDATION #3

**From:** James Thompson, Project Manager at GlobalSoft Inc.

**Date:** March 5, 2024

**Relationship:** James worked with Sarah on the same team

"Working alongside Sarah on multiple projects was an absolute pleasure. Her technical skills are matched only by her professionalism and dedication to quality. Sarah has an rare ability to understand

complex business requirements and translate them into elegant technical solutions.

She was instrumental in the success of our customer portal redesign project, where her full-stack expertise and attention to user experience resulted in a 40% improvement in customer satisfaction scores. Sarah's collaborative spirit and mentoring abilities also contributed significantly to our team's overall success.

I would welcome the opportunity to work with Sarah again and recommend her without hesitation."

**Formats:** PDF, DOC, DOCX

**Use Cases:** Employment verification, skills validation, character references, performance documentation