



How to Write Successful Letters of Recommendation: 10 Easy Steps for Reference Letters that Your Employees, Colleagues, Students & Friends Will Appreciate

Kimberly Sarmiento

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How to Write Successful Letters of Recommendation: 10 Easy Steps for Reference Letters that Your Employees, Colleagues, Students & Friends Will Appreciate Kimberly Sarmiento

Letters of recommendation are a part of every standard school or job application. As an employer, professor, colleague, peer, or friend, chances are that at one point or another, you will be asked to put a person on paper — and every word counts.

Outlined in ten easy steps, *How to Write Successful Letters of Recommendation* gives you the tools you need to write reference letters that your employees, colleagues, students, and friends will appreciate. You will learn everything you need to know about writing the perfect letter of recommendation that will get your friend, colleague, or student accepted or hired. The most effective letters of recommendation are accurate, succinct, descriptive, and powerful, and include realistic evaluations of performance and capability. With ideas about how to start your letter and topics to include, this complete guide will teach you how to do just that, as you construct the perfect letter from start to finish.

With *How to Write Successful Letters of Recommendation* as a guide, your employees, colleagues, students, and friends will see you as their go-to source to helping them succeed in their next big venture.

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