

Letter Of Recommendation Phrases

James R. Nattinger, Jeanette S. DeCarrico

The Resume and Cover Letter Phrase Book Nancy Schuman, Burton Jay Nadler, 2010-10-18 Face it--words matter when it comes to getting noticed, getting the interview, and getting the job. In this invaluable guide to crafting the pitch that opens doors, staffing experts Schuman and Nadler give you hundreds of tools to make that happen. You will no longer struggle to find the phrases that best highlight your achievements; instead, you'll garner attention with such smart options as: I created a program that accomplished the following . . . My work generated \$5 million in revenue . . . I built a team of employees who created . . . The work I did saved my company \$3 million . . . I solved the following problems for my employer . . . The market's tight, but the jobs are out there. With these essential words and phrases, you can move your application to the top of the pile!

Perfect Phrases for Letters of Recommendation Paul Bodine, 2010-01-08 Expert advice for helping an applicant's chances of acceptance by choosing the right words and phrases As a teacher, professor, or an employer, you are often called upon for letters of recommendation--and probably as often find yourself stumped about what to say. It can be a daunting task when someone's future is in the balance. This book, written by a writing expert, will help you find the right words--and avoid the pitfalls--of creating a letter of recommendation. Author Paul Bodine explains what makes a recommendation letter good and also what can make it ineffective. The book contains paragraph-length examples of effective recommendation letter writing for all types of situations.

Putnam's Phrase Book Edwin Hamlin Carr, 2022-09-15 Putnam's Phrase Book is about the art of letter writing and how to charm friends and family with your devilish and ornate epistolary skill. Contents: A Dictionary of Six Thousand Expressions and General Phrases for Use in Conversation, Social Letter Writing, and Public Speaking; A Sample Letter Showing how this Book may be Used in Preparation of Social Letters; A Guide to Phrases for Use in Preparing One's Letters if the Sample Letters are not Satisfactory; One Hundred Social Letters; Of Condolence; Of Congratulation; Of Friendly Appreciation With Gifts

[Perfect Phrases for Professional Networking: Hundreds of Ready-to-Use Phrases for Meeting and Keeping Helpful Contacts - Everywhere You Go](#) Susan Benjamin, 2009-10-30 Put these words to work for you! Learn the gift of gab and get closer to your dream job This latest addition to the bestselling Perfect Phrases series is a must-read for anyone who dreads

networking or who has ever fumbled or frozen during important and possibly career-changing conversations. Perfect Phrases for Professional Networking arms readers with foolproof and versatile phrases that help them take advantage of virtually any professional networking opportunity. KNOW WHAT TO SAY IN ANY SITUATION From cocktail parties to industry conferences, association meetings, and even unexpected run-ins on the street, this book has all the tools you need to feel comfortable striking up a conversation, steering it in the right direction, and following up effectively. Whether you're looking for a promotion, considering a career change, or just hoping to update that rolodex for a rainy day, this handy resource has you covered--including new-media tactics such as e-mail etiquette, rules for social networking, and the proper way to leave a blog comment. Author Susan Benjamin shows you how to: Break the ice Use personal connections to create a conversation Steer the conversation toward leads Ask for an invitation to an exclusive gathering Get through to someone who's putting you off Get new leads from an old contact Perfect your elevator pitch Send a cold e-mail that gets a response Make the most of online networking functions No matter how tough networking is for you, the Perfect Phrases format makes it simple for you to start building connections today.

How to Write Recommendation Letters Shaun Fawcett, 2013 How To Write Recommendation Letters - Power Tips and Phrases To Write Any Reference Letter. This unique how-to manual with links to multiple real-life recommendation letter templates is a powerful resource that will enable you to quickly and effectively write ANY type of recommendation letter or reference letter for any situation. Unlike most other resource books in this niche, this particular how-to manual goes beyond just writing letters of recommendation and reference for admission to college and university programs. Instead, it covers the writing of ALL types of recommendation letters and reference letters for ALL situations: personal, business, character, employment, AND college admission. Here's what you will discover in this valuable recommendation letter resource book: => The differences and similarities between recommendation letters and reference letters. => How you can determine whether you need to write a reference letter or recommendation letter. => Writing style and strategy tips for writing each different type of recommendation letter. => Formatting and length considerations for composing all recommendation and reference letters. => How to easily adapt pre-written recommendation and reference letters to suit your needs. => More than 150 Recommendation Power Phrases to use in whatever letters you need to write. => Opening Statements; what they are and how to start your letter effectively with them. => Assessment Statements: what they are and how to phrase them for maximum impact. => Closing Statements: what they are and how to word them appropriately. => How to write and format Employment related Recommendation letters. => How to write and format Employment related Reference letters. => How to write and format College Admission related Recommendation letters. => How to write and format College Admission related Reference letters. => How to write and format Character Reference letters. => How to write and format General Reference letters. => How to write and format Commendation Letters. => How to write and format Performance Evaluation Letters. IN

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How to Write Successful Letters of Recommendation Kimberly Sarmiento, 2014-12-22 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. *How to Write Successful Letters of Recommendation* is your one-stop source for painting the perfect picture in just one short letter. 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. Outlined in ten easy steps, this complete guide gives you the tools you need to write reference letters that your employees, colleagues, students, and friends will appreciate. This book is filled with tips and tricks for personalizing the letter and making your friend, student, employee, or coworker shine. With a word bank of powerful phrases and descriptive words, you'll have everything you need to make your letter stand out at your fingertips. Sample letters of recommendation are also included, along with explanations of why each one is effective and tips for replicating these letters in just minutes. You will learn about the different types of recommendation letters, from employment to academic to volunteer, and how to direct your letter to the appropriate audience. You'll even learn what to do if someone you haven't worked with closely asks you to be a reference, or how to deal with being asked for hundreds of recommendations at once. This exhaustively researched book will even teach you how to politely avoid writing letters for those people you aren't quite comfortable recommending. The Companion CD-ROM is filled with templates, examples, word banks, and worksheets, so that you can easily learn to verify experience, confirm competence, build credibility, and bolster confidence with just a simple letter. A recommendation is more than just a letter; it's often make-or-break in a candidate's application for school, volunteering, or employment. With the step-by-step instructions and writing guidelines in this book, you will learn how to write introductions; opening statements; the body, including a well-written, vivid assessment of character and work ethic; and a strong conclusion. This new book will also teach you how to appropriately sign your letter, and will provide you with tips of re-reading and editing it to make sure you gave an effective recommendation. We spent hundreds of hours interviewing high school teachers, college professors, employers, and more

who have nailed the art of composing effective communications. With *How to Write Successful Letters of Recommendation*, your employees, colleagues, students, and friends will see you as their go-to source to helping them succeed in their next big venture.

Lexical Phrases and Language Teaching James R. Nattinger, Jeanette S. DeCarrico, 1992-09-03 Presents a language teaching programme based on the use of 'prefabricated language'. The authors show that the unit of language they term the 'lexical phrase' can serve as an effective basis, for both second and foreign language learning.

How to Write Powerful Letters of Recommendation Susan Whalley, 2000 Offers advice and suggestions to educators on how to write powerful letters of recommendation for students with post-secondary plans, and features fifty-two sample letters that highlight the special skills or qualities of different types of students.

A Commentary on the Letters of John Birger Olsson, 2013-08-13 The long history of interpretation of the three Johannine letters has been largely characterized, at least since Irenaeus in the late second century, by the assumption that the Elder was addressing the Gnostic heresy. In recent years, particularly with the work of Raymond Brown, attention has been focused on the internal schism within the Johannine (or Beloved Disciple's) community, thus taking the first epistle as a corrective to secessionists' misguided attempts to read the Gospel of John in an advanced, spiritualizing manner. Birger Olsson returns to a less common perspective, one that views the crisis facing the Elder as a wholly intra-Jewish problem. The Johannine community comprised Jewish believers who regarded Jesus as the long-promised Messiah of Israel, but at some point in the community's life, under the leadership of one Diotrephes, some members of the community chose to reject this conviction and to entice other members to do likewise. Olsson anchors his thoroughgoing interpretation of the three letters in this conflict among Jewish Christians over the nature of the Messiah and the renewal of Israel's ancient covenant. Among other things, this implies that the letters were written in reverse order of their numbering.

The Power of Persuasion Lucas Haasis, 2022-03-31 Lucas Haasis found a time capsule: A complete mercantile letter archive of the merchant Nicolaus Gottlieb Luetkens who lived in 18th century Hamburg. Luetkens travelled France between 1743-1745 in order to become a successful wholesale merchant. He succeeded in this undertaking via both shrewd business practice and proficient skills in the practice of letter writing. Based on this unique discovery, in this microhistorical study Lucas Haasis examines the crucial steps and activities of a mercantile establishment phase, the typical letter practices of Early Modern merchants, and the practical principles of persuasion leading to success in the 18th century.

Business Letter and E-mail Writing: An Indexed Handbook Bruce A. Hird, 2019-05-16 This book is a collection of nearly 250 shortened or adapted business letters that were actually emailed, faxed, or posted. While the letters vary in complexity and length, all samples are comprised of straightforward sentences that upper intermediate readers of English as a second language should have no difficulty understanding and using. The book should also be useful for native English

speakers seeking a fundamental approach to written business communication and for teachers in need of business-writing source material and exercises. The book is divided into three parts: Part 1: Letter samples and answers to the exercises (usually letter revisions). Part 2: Exercises (original letters, situational assignments, and sequencing assignments). Part 3: Hotel and travel matters.

1,001 Phrases You Need to Get a Job Nancy Schuman, Burton Jay Nadler, 2012-04-18 Find the right words for the best job! It's not enough to have the talent and experience to land the right job—you have to be able to put that talent and experience into words. With just the right phrase, you can highlight your achievements in your resume, make the cover letter pitch that sets you apart from the crowd, and underscore your unique skill set in the interview that lands you the job. In *1,001 Phrases You Need to Get a Job*, employment gurus Nancy Schuman and Burton Jay Nadler show you how to walk the walk and talk the talk you need to win the job you want.

The Professor Is In Karen Kelsky, 2015-08-04 The definitive career guide for grad students, adjuncts, post-docs and anyone else eager to get tenure or turn their Ph.D. into their ideal job Each year tens of thousands of students will, after years of hard work and enormous amounts of money, earn their Ph.D. And each year only a small percentage of them will land a job that justifies and rewards their investment. For every comfortably tenured professor or well-paid former academic, there are countless underpaid and overworked adjuncts, and many more who simply give up in frustration. Those who do make it share an important asset that separates them from the pack: they have a plan. They understand exactly what they need to do to set themselves up for success. They know what really moves the needle in academic job searches, how to avoid the all-too-common mistakes that sink so many of their peers, and how to decide when to point their Ph.D. toward other, non-academic options. Karen Kelsky has made it her mission to help readers join the select few who get the most out of their Ph.D. As a former tenured professor and department head who oversaw numerous academic job searches, she knows from experience exactly what gets an academic applicant a job. And as the creator of the popular and widely respected advice site *The Professor is In*, she has helped countless Ph.D.'s turn themselves into stronger applicants and land their dream careers. Now, for the first time ever, Karen has poured all her best advice into a single handy guide that addresses the most important issues facing any Ph.D., including: -When, where, and what to publish -Writing a foolproof grant application - Cultivating references and crafting the perfect CV -Acing the job talk and campus interview -Avoiding the adjunct trap - Making the leap to nonacademic work, when the time is right *The Professor Is In* addresses all of these issues, and many more.

Politeness and Politics in Cicero's Letters Jon Hall, 2009-05-06 *Politeness and Politics in Cicero's Letters* presents a fresh examination of the letters exchanged between Cicero and correspondents, such as Pompey, Julius Caesar and Mark Antony during the final turbulent decades of the Roman Republic. Drawing upon sociolinguistic theories of politeness, it argues that

formal relationships between powerful members of the elite were constrained by distinct conventions of courtesy and etiquette. By examining in detail these linguistic conventions of politeness, Jon Hall presents new insights into the social manners that shaped aristocratic relationships. The book begins with a discussion of the role of letter-writing within the Roman aristocracy and the use of linguistic politeness to convey respect to fellow members of the elite. Hall then analyzes the deployment of conventionalized expressions of affection and goodwill to cultivate alliances with ambitious rivals and the diplomatic exploitation of polite fictions at times of political tension. The book also explores the strategies of politeness employed by Cicero and his correspondents when making requests and dispensing advice, and when engaging in epistolary disagreements. (His exchanges with Appius Claudius Pulcher, Munatius Plancus, and Mark Antony receive particular emphasis.) Its detailed analysis of specific letters places the reader at the very heart of Late Republican political negotiations and provides a new critical approach to Latin epistolography.

□□□□□□. □□□□□□ : □□□□ Claudia Ross, Baozhang He, Pei-Chia Chen, 2011 Textbook Level 2 incorporates the innovative features of Level 1 including the separation of vocabulary from characters, a basic to complex introduction of grammatical structures, a comprehensive companion workbook with extensive practice in all language skills and functions, and a Teachers' Manual.

Routledge Course In Modern Mandarin Chinese Level 2 (Simplified) Claudia Ross, Baozhang He, Pei-Chia Chen, Meng Yeh, 2013-04-15 The Routledge Course in Mandarin Chinese is a two-year undergraduate course for students with no prior background in Chinese study. Designed to build a strong foundation in both the spoken and written language it develops all the basic skills such as pronunciation, character writing, word use and structures, while placing strong emphasis on the development of communicative skills. The complete course consists of Textbook Level 1, Workbook level 1 - including free CDs, Textbook level 2 and workbook level 2 -including free CDs. All books are available separately in simplified as well as traditional characters and take the students from complete beginner to post-intermediate level. Textbook Level 2 incorporates the innovative features of Level 1 including the separation of vocabulary from characters, a basic to complex introduction of grammatical structures, a comprehensive companion workbook with extensive practice in all language skills and functions, and a Teachers' Manual. Level 2 adds a Narrative Component to support the learner as they move from spoken Mandarin to formal written Chinese, and from the comprehension and production of short sentences to paragraphs and essays. Level 2 of this Course in Modern Mandarin bridges the gap that characterizes the transition between basic level Chinese courses and more advanced work. The Narrative Component includes: Model narratives that introduce formal written Chinese with explanations of the features of each narrative. Focus on narrative function including description, comparison, explanation, persuasion, and hypothesis. Reading and writing assignments that guide students to internalize model structures, to read for information, and to compose original essays for specific purposes. The course is also fully supported by an interactive companion website which contains a wealth of additional resources for both teachers and

students. Teachers will find lesson plans in both English and Mandarin, providing a weekly schedule and overall syllabus for fall and spring, as well as activities for each lesson and answer keys. Students will be able to access downloadable character practice worksheets along with interactive pronunciation, vocabulary and character practice exercises. All the audio material necessary for the course is also available online and conveniently linked on screen to the relevant exercises for ease-of-use. For more information about the course and to access these additional resources, please visit the companion website at www.routledge.com/textbooks/9780415472517 For bundle discounts please visit: <http://www.routledge.com/books/details/9780415533072/>

Routledge Course in Modern Mandarin Chinese Level 2 Traditional Claudia Ross, Baozhang He, Pei-chia Chen, Meng Yeh, 2013-01-11 The Routledge Course in Mandarin Chinese is a two-year undergraduate course for students with no prior background in Chinese study. Designed to build a strong foundation in both the spoken and written language it develops all the basic skills such as pronunciation, character writing, word use and structures, while placing strong emphasis on the development of communicative skills. The complete course consists of Textbook Level 1, Workbook level 1 - including free CDs, Textbook level 2 and workbook level 2 -including free CDs. All books are available separately in simplified as well as traditional characters and take the students from complete beginner to post-intermediate level. Textbook Level 2 incorporates the innovative features of Level 1 including the separation of vocabulary from characters, a basic to complex introduction of grammatical structures, a comprehensive companion workbook with extensive practice in all language skills and functions, and a Teachers' Manual. Level 2 adds a Narrative Component to support the learner as they move from spoken Mandarin to formal written Chinese, and from the comprehension and production of short sentences to paragraphs and essays. Level 2 of this Course in Modern Mandarin bridges the gap that characterizes the transition between basic level Chinese courses and more advanced work. The Narrative Component includes: Model narratives that introduce formal written Chinese with explanations of the features of each narrative. Focus on narrative function including description, comparison, explanation, persuasion, and hypothesis. Reading and writing assignments that guide students to internalize model structures, to read for information, and to compose original essays for specific purposes. The course is also fully supported by an interactive companion website which contains a wealth of additional resources for both teachers and students. Teachers will find lesson plans in both English and Mandarin, providing a weekly schedule and overall syllabus for fall and spring, as well as activities for each lesson and answer keys. Students will be able to access downloadable character practice worksheets along with interactive pronunciation, vocabulary and character practice exercises. All the audio material necessary for the course is also available online and conveniently linked on screen to the relevant exercises for ease-of-use. For more information about the course and to access these additional resources, please visit the companion website at www.routledge.com/textbooks/9780415472517 For bundle discounts please visit:

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Business Writing: Skills, Applications, and Practices With Answer Key Michelle Witte, 2016-09-01

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The Book of Ezekiel and its Influence Johannes Tromp, 2017-03-02 The Book of the Old Testament prophet Ezekiel (6th century B.C.E.) is a book of forceful language and impressive images. Its message is often clear, sometimes mysterious. The book had great impact in Jewish and early Christian literature as well as in western art. This book deals with the intentions of the book of Ezekiel, but also focuses on its use by subsequent writers, editors or artists. It traces Ezekiel's influence in Jesus' teaching about the Kingdom of God, in Paul, the Gospels, and Revelation, and also shows that Ezekiel's imagery, via Jewish mysticism, influenced the visionary art of William Blake. Presenting contributions from leading biblical scholars in Oxford and Leiden, based on their unique collaborative research, this book will be of interest to a wide range of scholars working in the field of biblical studies, including those studying the Hebrew Bible, its early versions, 'inter-testamental' Judaism, New Testament and Early Christianity, and the reception of Biblical literature in later centuries.

Manual of Correspondence and Social Usages Ki Chiu Kwong, 1885

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