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University reference example from employer

Employer ucas reference example. How to write a reference for an employee for university. Examples of employer references.

As an employer, you may be asked to write a recommendation letter for someone who worked for you in the past. Providing a reference letter from a previous employer can be beneficial during a job search, and if you feel that you can provide a positive endorsement, it's a good idea to accept the request. However, if you don't believe that you can honestly recommend the person for the job, it is best to politely decline writing the letter. Refusing to provide a recommendation is better than writing a negative reference, and there will be others who may be able to provide a stronger recommendation for the position candidate. [heating cooling curve for water worksheet answers.pdf](#)

25th January 2017

Theresa College of Business,
University of North Carolina at Charlotte
100 University Center, Box 6444
Charlotte, NC 28223-7000

Dear Doctor,

I would like to meet Mr. Claire Savage for admission into the University of North Carolina at Charlotte. I have known Claire both personally and professionally for more than 18 years.

During my time at the Fort Pharmaceuticals for the past 12 years and during my time at the US Coast Guard I have witnessed his position of increasing responsibility. He has continued to grow and has been the headmaster for more than 120% increase in the past three years. He is, to me, the best agent/agent at Accounting department which saved our Fort from bankruptcy.

I have found that he is a very quick study and learns and teaches. Team player. It is my hope that he would be able to contribute to the outstanding school for you. My hope is that your program will help provide him. I imagine with his English skills, experience and qualifications he would be able to contribute to your program. Please contact me if you are not sure you have questions about the admission process.

Kind Regards,

Dr. S. P. Thompson, MD
Dent, Family Medicine, Pediatrics
2018-2025-2020

You may even be asked to draft a reference letter for your reference writer to use as a starting point for their own letter. Review information on the importance of references, what is included in an employment reference letter, and reference letter samples written by employers for former employees seeking a job. When a person is applying for a new job, one of the most valuable references to use is one from a previous employer. Hiring managers will be analyzing what kind of employee the candidate will be and whether they will fit in with the corporate culture at their firm. A recommendation letter from the previous employer will provide valuable information—what kind of employee they are, how well they interacted with others, what skills they have, and whether they were competent in their position. It's also an endorsement, providing a positive recommendation for the person's application with the company. In addition to helping a good employee get hired, remember that writing references for people also serves to strengthen your network relationships. At some time in the future, you may wish to ask a favor of a former employee or colleague, and if you have been supportive of their career, they will have a more positive opinion to share with others. Some employers have company policies that determine what information can be disclosed in a reference. The policy may also limit the information that can be shared, such as salary, performance, and other details. It's important to be aware of these policies and to follow them. When writing a reference letter, it's important to be honest and to provide specific examples of the employee's skills, attributes, and personality traits that make the individual well-suited to the job they are applying for should also be included. If they received recognition or awards while working for you, you might mention these as well. It's a useful strategy to mention any similarities between their former position and the one they are currently seeking, offering instances of their competence and success in these areas where possible. If your former employee has provided you with a contact, you should address the letter to them; otherwise, you can use a generic salutation. Be sure to include your contact information, and your title and company. When you're sending an email reference letter, list the person's name in the subject line of the message. calculus problems and answers pdf Include your contact information in your signature, so it is easy to get in touch with you for any questions or clarification. This is an example of a recommendation letter from a previous employer. It's a general letter that applicants can use when applying for jobs. Download the recommendation letter template (compatible with Google Docs and Word Online) or see below for more examples. John LeeManagerAcme Retail123 Business RoadBusiness City, NY 54321555-555-5555john.lee@gmail.comTo Whom It May Concern:I highly recommend Jane as a candidate for employment. Jane was employed by Acme Retail as an Administrative Assistant from 2018 to 2021. Jane was responsible for office support, including word processing, scheduling appointments, and creating brochures, newsletters, and other office literature.Jane has excellent communication skills. In addition, she is extremely organized, reliable, and computer literate. Jane can work independently and is a team player. Jane is a hard worker, and she is always willing to go above and beyond for her employer. Jane was a great asset to our team, and I would highly recommend her for any position. If you have any further questions regarding her background or qualifications, please do not hesitate to contact me.Sincerely,Signature (hard copy letter)[John LeeManager Here's an example of an email reference letter for an employee from a previous employer. Subject: Maxwell Jones ReferenceDear Mr. Green, I was pleased to hear that Maxwell Jones has applied for the position of sales manager with XYZ Enterprises. Max worked for me as a sales assistant at CNE Inc. from 2015 to 2020. He is a creative and dedicated salesperson who consistently surpassed his quotas and had a very high customer rating.Maxwell is a motivated employee and an excellent leader.

He is a creative and dedicated salesperson who consistently sur

Although he was an associate in my department, he took the initiative to mentor new hires and set a positive example for the team.

It is my honor to recommend you into the Graduate program at Rochester Institute of Technology. I have known you since you were a high school senior as an undergraduate intern in the software development organization at SYRACUSE, NY, USA.

Following his internship with me and his graduation from Rochester Institute of Technology, I was fortunate enough to have him join my career as that, when the opportunity arose, it was able to recruit him to his current position here at ACDI. The same characteristics that convinced me to hire him away from his previous employer, I believe, are also why I am happy to provide him with an unqualified endorsement for graduate study.

John brings to all of his activities energy, enthusiasm, and commitment. This is to be expected in any successful member of an entrepreneurial organization, and in this regard I feel I can say, "Yes." In the parsing of intricate algorithms in a coding system, the crafting of an object hierarchy, or the establishment of new practices with an emerging technology, John has demonstrated a keen ability to grasp the nature of a problem and to find a solution. He has the ability to learn, and to apply his learning to his organization. This speaks to his overall intellect and ability to learn, attributes that will prove to be a great asset to your organization.

While John is a relatively junior member of our organization as measured by years, he quickly established himself as a go-to person for technical questions and has worked his way into becoming well-versed with members of our organization that share his knowledge and expertise, most notably as a presenter for presentations on product development.

John has a diverse good grasp of multiple languages and has the quick grasp of subject matter, most likely to be his potential as a teaching assistant or instructor.

What I find most interesting in John's character are his wide ranging interests outside of software. Two of his shilling interests are in the areas of business and politics. He has a keen interest in the current events, for instance, of the relationship between E.U. and the lack of autonomy of the financial markets, and the impact this has on the global economy. He has a keen interest in the current events, and he speaks well of his potential as a researcher, both in bringing a wider array of topics to the research and at, well, as simply bringing forward his thoughts on the subject.

John has a solid member of our organization whom we have learned we can rely on, regardless of the difficulty of the task at hand or the severity of the challenge. His commitment of intelligence, commitment to excellence, and his ability to learn and grow, make him a valuable member of any academic program. I encourage you to look favorably upon his application.

Sincerely,

George Smith
 ACDI Company
 120 Business Ave.
 Business City, NY 54231
 555-555-5555

do not enthusiastically recommend him for a management position. If you have any question or would like any other information, please contact me. Sincerely, Rebecca Holt
Sole Director/CNE Inc. 123 Business Rd. Business City, NY 54321555-5555rebecca.holt@gmail.com

KEEP YOUR REFERENCE POSITIVE: Only agree to write a letter of recommendation if you know that you can wholeheartedly say good things about the job candidate. Not only might a negative reference harm the job seeker's chances, but the less-than-stellar information you shared might get them into trouble. Disgruntled former employees have been known to sue companies that provided negative references (which is why it is now often company policy not to provide letters of recommendation).
TAILOR THE RECOMMENDATION TO THE JOB: As you discuss the skills and talents the candidate would bring to their new employer, give pride of place to those that you know will be relevant to their job. Ask the job seeker for a copy of the job announcement so you know which points you should emphasize.
FOR JOB SEEKERS: If you are the job seeker, help your reference to write a great letter by providing them with your resume and a copy of the job listing you are applying for. Thanks for your feedback! Information on references including how many references you will have to provide, who you should ask, what information you need to provide and references for postgraduate study. Two references will normally be enough. For most of you, this should be one academic reference, and one from an employer. It's most common for an employer to take up references after a final interview or once a provisional job offer has been made. You only need to supply references when the employer asks you for them. You don't usually have to include references in your CV, but you may be asked to put details of referees on an application form. You should provide contact details for your referees: name | job title | email | phone number
Academic reference: As a student you may request references from your teachers or supervisors. This should be done in writing and how these referees will be handled, depending on the type of reference requested. There are 3 main types of requests: **Proof of Academic Status** (e.g. references for a job or further study), **Confirmation of degree classification** (e.g. references for a job or further study), and **Confirmation of specific competencies & suitability for role** (Academic References, e.g. for Further Study (MSc or PhD), academic or research internship or Research Grants). See the Guidance section below for information specific to each of these types of request. Principles for responding to a Reference Request Where any member of staff is approached and requested to provide a reference, they will ensure that they: Are fully transparent with you in how they are meeting that request, including if they are unable to provide a reference within time with appropriate and acceptable reasons Have reviewed Chartered Institute of Personnel and Development (CIPD) guidance on references to ensure compliance with relevant legislation Have considered any implications of the University's Equality and Diversity policy Have considered the guidance we provide for University staff on providing references What should you provide? Initial contact - You are always responsible for initiating a reference request, using this guidance to help you identify a suitable individual. This may vary depending on the type of reference you require. Time - Staff must be given a reasonable window of time to complete references You bear responsibility for following up any unanswered requests If you submit a request with a very short turnaround time then you may well receive a polite response saying, "I am unable to provide the reference within this time frame". Follow-up - If reference not supplied within agreed timeframe, then you are required to email asking for a progress update. Additionally, where there are Specific Competencies - A competency is a skill or ability the employer has stated you need to perform the job. Where there are specific competencies to be evidenced you should provide a list of competencies you think you have met, and how (unless this is already clearly covered in your CV) A current copy of your CV A copy of the job description or information on your further programme of studies Guidance Note All references need to be provided by academic staff. Some references can be provided by professional services staff, such as Student Advisers, or you can request them yourself using the electronic documents service. The types of references and the best route to providing each of these are explained below. Why might you need this? To provide a short, factual reference for job or internship application (if you are applying for an academic research internship see the section below) How can you get this? When requesting a reference for a job or internship application you should approach your Student Adviser (or Postgraduate Research Supervisor) and provide: Detail for the position and competencies required Any deadlines set by the employer for receipt of references Your current CV and cover letter (if you are applying for a research internship or Postgraduate Research Supervisor) will do: You must provide current CV (recommend producing updated version every year to ensure accuracy), keep academic informed, and inform your Cohort Lead that request is pending Chosen Academic produces reference Drafting reference: Academic will use EUCLID (or other record) to identify competencies met based on courses passed and HEAR (Higher Education Achievement Record). Academic may approach another academic colleague or your Student Adviser for additional information (e.g. mitigating circumstances) Who is responsible for doing this? [fyp grant chart template Student/Academic](#) - it may not be possible for the Cohort Lead to provide the reference due to volume of requests. If in doubt, initiate conversation with Student Adviser to seek advice.

[illegible]

Alternatives could be: Dissertation or project supervisor Programme director or course leader Personal Tutor (if still available) Timescale To meet agreed deadline (which must be reasonable) The same information is shown in a table, here: Reference requests table March 23 (60.24 KB Word) Employer/professional reference Your employer reference should be written by someone who knows you well enough to write about you and to comment on your suitability for the role you are applying for. This may be: your line manager from a part-time job an employer you worked for during the summer an industry professional who knows your character and capabilities, such as a mentor, or even a client You can choose referees best placed to comment on your suitability for a particular role but employers often specify that one of your referees must be your current employer. If you don't have any recent work experience you could ask: the coordinator/supervisor of your voluntary work the manager or coach of your sports team the director of your drama group or similar an employer you had work experience with while at school, or a family friend Always make sure you ask permission to name someone as a referee. If you have an interview, let them know that they may be contacted and do remember to thank them. Please make sure that you contact your referees in plenty of time and that you give them all the information needed. What information should I give to my referees? You should provide your referee with enough information to write a detailed reference, including: a copy of your CV details of the job (or course/s) you're applying for your motivation for pursuing the role the qualifications, skills and experience you have that make you an ideal candidate If you haven't been in contact with your referee for some time, e.g. since graduating or moving jobs, you should also let them know what you've been doing during that period.

 **Cornell University**
College of Engineering
Systems Engineering Program

1072 Rhodes Hall
Ithaca, New York 14853
607.255.2100
www.systems.cornell.edu

February 11, 2012

Ms. [REDACTED]

Dear Ms. [REDACTED]:

On behalf of the Master of Engineering Program, I am pleased to recommend your admission to the Engineering School of the Graduate School for the Fall 2012 term as a candidate for the Master of Engineering degree in Systems Engineering, on campus program.

As someone on faculty who will be working with you in the laboratory, I have a limited amount of financial aid that will be awarded based on need. If you are selected as an acceptor of financial aid, we will notify you by letter in early March. Please note that this is the MEng program, not the full MS. Therefore, you should have a fairly early search for other possible sources of funding if you have not already done so. For planning purposes, it is expected that the MEng Program will take some time to complete (Students: page 20-230).

Information about life at Cornell and the Guide to Graduate Housing is available online at:
• <http://www.andrew.cornell.edu/ada/ada.html> and http://www.cornell.edu/housing/engr2012_grad.pdf and
• http://www.andrew.cornell.edu/ada/ada.html_forms/SchoolWelcomeLetter/engr2012.pdf

If you cannot access the above information, please contact Susan Cohen, the Graduate Field Assistant (scs3@cornell.edu). This information will introduce you to the university and the graduate students at Cornell University. I encourage you to contact Susan Cohen as soon as possible to accept your admission. **You must accept or deny your offer by replying to Selene Cohen (scs3@cornell.edu), the CFA for the Engineering School, by February 11, 2012.** You will receive your official acceptance letter from the Graduate School and the Systems Engineering Program at Cornell. **Please respond to this offer of admission no later than early March 2012.** You will then receive your official acceptance letter from the Graduate School.

Once the certification papers have been processed, a Certificate of Eligibility (Form 230) for graduate study will be submitted. Please note that by accepting our offer of admission, you are acknowledging that you will adhere to Cornell University's Code of Academic Integrity.

We are pleased that you have chosen to apply to Cornell for graduate study, and we look forward to the possibility of having you on campus. We take a great interest in the Master of Engineering students and their progress during the best education experience that we can provide. If you have any questions, please do not hesitate to either call at 607-255-4899 or send an e-mail to scs3@cornell.edu.

Sincerely,

Peter F. Schmitt
Director of Graduate Studies