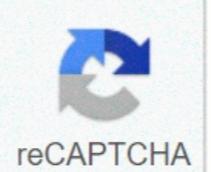


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## **University reference example from employer**

**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](#)

February 10, 2017

Tippie College of Business  
Admissions - Executive MBA Program  
100 Pomerantz Center, Ste E444  
Iowa City, IA 52242-7700

Dear Director,

I would like to recommend Ms. Claire Savage for the Executive MBA Program. I have known Claire for over 18 years.

Claire has worked for Owl Farm Pharmaceuticals for 10 years. In her current role as a financial analyst, she has continued to hold positions of increasing responsibility. She has been instrumental in the company's growth in the Bakersfield market by more than 50% in the last 3 years. In addition, she helped organize our Accounting department and was promoted to supervisor of the department in 2015. Claire's annual operating expenses are \$72,000.

I have found her to be a very quick study, and I believe these qualities would make her an outstanding candidate for the Executive MBA Program. Your program will help provide Ms. Savage with the qualifications for increased responsibilities as she continues to move up the corporate ladder.

If you have any questions about this recommendation, please do not hesitate to contact me.

Kind Regards,

John Doe

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 who can provide a reference for a former employee. Check with your former manager or the company's human resources department for details. In your letter, you will want to include: Dates of employment, The position held, The company name, Job responsibilities, Qualifications, Strengths and abilities, Contact information, The 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 Lee Manager Acme Retail 123 Business Road, Business City, NY 54321 555-555-5555 john.lee@email.com To 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 able to follow through to ensure that the job gets done. She is flexible and willing to work on any project that is assigned to her. Jane was quick to volunteer to assist in other areas of company operations, as well. Jane would be a tremendous asset to your company and has my highest recommendation. If you have any further questions regarding her background or qualifications, please do not hesitate to contact me. Sincerely, Signature (hard copy letter) John Lee Manager Here's an example of an email reference letter for an employee from a previous employer. Subject: Maxwell Jones Reference Dear Mr. Green, I was pleased to hear that Maxwell Jones has applied for the position of sales manager with XYZ Enterprises. Maxwell worked for me as a sales associate 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.

 Cornell University  
College of Engineering  
205 Rhodes Hall  
Ithaca, New York 14853  
E: 607.254.9998  
L: 607.254.9999



College of Engineering  
Systems Engineering Program

It is my honor to recommend John Doe for matriculation into the Graduate program at Rochester.

It is my honor to recommend John Doe for matriculation into the Graduate program at Rochester Institute. I have had the pleasure to know and work with John for the last six years. He first worked with me as an undergraduate intern in the software development organization at XYZ in Syracuse, NY.

Following his internship with me and his graduation from Rochester Institute, I was fortunate enough to keep track of John's career so that, when the opportunity arose, I was able to recruit him to his current position here at ABCD. The same characteristics that convinced me to hire him away from his previous employer, B Company, 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, John fits in well. Be it in the parsing of intricate algorithms in a billing system, the crafting of an object hierarchy, or the establishment of best practices with an emerging technology, John consistently delivers high-quality software for our organization. This speaks to his overall intellect and ability to learn, attributes that will serve him well in his graduate study.

While John is a relatively junior member of our organization as measured by tenure, he quickly established himself as a go-to person in the product domains in which he has worked. He has been ever-willing to work with members of our organization to share his knowledge and expertise, most notably as a presenter for presentations on product functions.

He has a deep-rooted spirit of helpfulness that, coupled with his quick grasp of subject matter, speaks well to his potential as a teaching assistant or instructor.

What I find most engaging in John's character are his wide-ranging interests outside of software. Two of his abiding interests are game theory and economics. He can be quickly engaged in an in-depth discussion, for instance, of the rationale behind EZ-Pass, the lack of rationality of the financial markets, or the optimal approach for making a few quid on the super-bowl. John's broad range of interests speaks well to his potential as a researcher, both in bringing a wide range of theory to the research at hand, as well as carrying forward new hypotheses of interest to researchers.

John Doe is a valued member of our organization whom we have learned we can rely on, regardless of the difficulty of the task to hand or the novelty of the challenge. His combination of intelligence, commitment, perseverance, creativity, and a compassionate character will certainly make him a valuable member of any academic program. I encourage you to look favorably upon his application.

Sincerely,

George Smith  
ABCD Company  
123 Business Rd.  
Business City, NY 54321  
EEEEE EEEEEE

I can enthusiastically recommend him for a management position. If you have any questions or would like any other information, please contact me. Sincerely, Rebecca Holt Sales Director CNE Inc. 123 Business Rd. Business City, NY 54321555-555-5555 rebecca.holt@email.com

KEEP YOUR REFERENCE POSITIVE: Only agree to write a letter of recommendation if you know that you can whole-heartedly 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 back to them. 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 announcements 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 full contact details for your referees: name, job title, email, phone number. Academic references: As a student you may request references from University staff for a range of purposes. This information is a guide to how those requests will be handled, depending on the type of reference required.

**Types of Reference Request:** There are 3 main types of requests:

- Proof of Student Status (For property references etc)**
- References for Employers/Voluntary Work**, which can be one or more of:

  - Proof of attendance/degree classification** - Covers confirmation of programme of study, attendance dates and attendance record
  - Demonstration 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: Not 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: Details of the position and competencies required for it. Any deadlines set by the employer for receipt of references. Your current CV and cover letter or support statement if relevant (it is recommended you have a regularly updated version). What your Student Adviser (or Postgraduate Research Supervisor) will do: Access your student record (EUCLID) to check course and programme details relevant to the competencies the employer has specified. They may approach an appropriate academic colleague for additional information (only where they cannot do so from their own knowledge of you). Produce draft reference and submit to relevant academic for verification and signing. Keep you updated on progress of reference and expected timescales. Who is responsible for doing this? You/ Your Student Adviser/ Academic Timescale: Meet agreed deadline. Why might you need this? Provide academic reference for: PGT application (postgraduate study), PhD application, Professional postgraduate qualifications, Research or academic Internships, Industry Projects & Placements, Scholarships, Funding and awards. How can you get this? [sagojipojamesufinidodofu.pdf](#) You should select appropriate academic staff for this: You request reference for further study and/or application for research internship or industry/vocational placement. 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\\_gantt\\_chart\\_template](#) Student/ Academic - it may not be possible for the Cohort Lead to provide this reference due to volume of requests. If in doubt, initiate conversation with Student Adviser to seek advice.

**LETTER OF RECOMMENDATION  
CHEMICAL ENGINEERING STUDENT**

Alternatives could be: Dissertation or project supervisor Programme director or course lead 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 referee Your employer referee 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

The logo for the Cornell University College of Engineering Systems Engineering Program. It features a circular seal with a central shield containing a bridge, surrounded by the text 'CORNELL UNIVERSITY' and 'COLLEGE OF ENGINEERING'. Below the seal, the text 'Systems Engineering Program' is written in a serif font.

Dear Ms. [REDACTED],

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

Decisions on financial aid will be made by the end of February. We have a limited amount of financial aid that will be awarded based on merit. If you are selected as a recipient of financial aid, we will notify you by letter early March. Please note that no one in the M.Eng. program receives full aid. Therefore, you should begin an early search for other possible sources of funding if you have not already done so. For planning purposes, it is expected that your M.Eng. Program will take two semesters to complete (Academic year 2012-2013).

Information about life at Cornell and the Guide to Graduate Housing is available online at

- [http://www.gradschool.cornell.edu/pubs\\_and\\_forms/pubs/youbelong/youbelong2012\\_spread.pdf](http://www.gradschool.cornell.edu/pubs_and_forms/pubs/youbelong/youbelong2012_spread.pdf) and
- [http://www.gradschool.cornell.edu/pubs\\_and\\_forms/pubs/youbelong/housingguide2012.pdf](http://www.gradschool.cornell.edu/pubs_and_forms/pubs/youbelong/housingguide2012.pdf).

If you cannot access this information, please contact Selene Cammer, the Graduate Field Assistant (smc355@cornell.edu). This information will introduce you to the university and some of the graduate students who have chosen to study at Cornell. More information is mailed once you have accepted our offer of admission. **You must accept or deny our offer by replying to Selene Cammer (smc355@cornell.edu)**, the GFA for Systems Engineering in order to be matriculated into the program and expedite future mailings from the Graduate School and the Systems Engineering Program at Cornell. **Please respond to this offer of admission no later than [REDACTED]**.

School and the Systems Engineering Institute at Cornell University. You will receive an email with instructions on how to register for the program. Once the certification papers have been issued, please note that by law, you must be certified to practice as a professional engineer in the state of New York. The certification papers will be issued by Cornell University's Code of Ethics.