

给同事或朋友写推荐信的三段法 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/242/2021_2022__E7_BB_99_E5_90_8C_E4_BA_8B_E6_c96_242758.htm As an employer,

coworker or friend, you may at some point in your career be called upon to write a letter of recommendation. If you are unsure about how to go about it or simply dont know what to say, here are some tips about what to include and how to structure a typical letter of recommendation. This advice may also be useful if you request a letter of recommendation from someone who is not familiar with how to write one.

作为一个employer,或许和你共事的人或者朋友会找你为他写一封推荐信。如果你不知道怎么写或者不知道说什么好，那么现在有一些小提示来告诉你推荐信都包括些什么以及如何构建一封典型的推荐信。如果你需要一封推荐信，而为你写推荐的那个人如果不熟悉无何写的话，这些建议也同样有用。 First Paragraph -- Start out by specifying in what capacity and for how long you have known the person whom you are recommending. If the person is an employee or coworker, indicate the term of employment, the responsibilities of the position, and any significant projects undertaken by the individual. You may wish to include a sentence about the nature of your company and its activities. Here, you can also give a one-sentence summary or overview of your opinion of the recommended individual. Second Paragraph -- In the next paragraph provide a more detailed evaluation of the person as an employee. Describe his or her performance on specific assignments and list any important

accomplishments. What are the individual's strengths or shortcomings in the workplace? What was it like to interact with him or her? Third Paragraph -- To sum things up you can make a more broad characterization of the individual and his or her demeanor. Overall, was the person responsible, polite, warm, disagreeable, lazy, spiteful? Finally, indicate the degree to which you recommend the individual for the position she or he is seeking: without reservation, strongly, with some reservation, or not at all. Before writing the letter, you may want to ask the person for a list of his or her projects, since you probably will not be aware of all the work they've done. Finally, if you have not had much contact with the person, you may be better off declining to write the letter of recommendation, rather than putting together something vague and dispassionate. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com