

THAKUR COLLEGE OF SCIENCE & COMMERCE
Autonomous

COMMUNICATION SKILLS

FULL BLOCK FORMAT

SAMPLE APPLICATION LETTER

2340 University Avenue
Green Bay, WI 54311

September 22, 200X

Jacqueline C. James
Program Director
Fox Valley Autism Center
309 De Witt Street
Appleton, WI 54911

Dear Ms. James:

After reading the Family Advocate listing available with Fox Valley Autism Center on the Career Services' Phoenix Recruitment Online, I have become quite interested in this position. A senior at the University of Wisconsin-Green Bay, I will complete my Bachelor's Degree in Human Development in May 20XX. The prospect of joining your staff in this role would be a welcome and exciting challenge.

Over the past semester, I have had the opportunity to participate in an internship with the Wisconsin Early Autism Project. This involved working one-on-one with autistic children on cognitive and behavioral issues, and participating in staff meetings to review therapy plans. Through this experience, I have demonstrated the ability to work independently as well as become a valued team member. In addition to my internship, my communication and leadership skills have been cultivated through my extracurricular involvement and conducting class group projects and presentations. Through this combination of skills and experience, I am confident that I could be an asset to your staff in the Family Advocate position.

My resume is enclosed for your review. If you have questions or wish to arrange an interview, I may be reached at (920) 639-XXX. Thank you for your time and consideration.

Sincerely,

Lisa J. Hall

Lisa J. Hall

Enclosure: Resume

Recommendation Letter

Dear **[Name of Employer]**:

I am pleased to write a letter of recommendation for **[name of student]**. I highly recommend **[name of student]** to your organization for the position of **[job title]**.

I have known **[name of student]** for the past **[number of months, semesters, years]** as **[he/she]** has taken the following courses that I teach: **[list courses, give brief description of content of course]**. As **[his/her]** professor, I have had an opportunity to observe **[his/her]** participation and interaction in class and to evaluate **[name of student]'s** knowledge of the subject matter. **[He/she]** is an outstanding student in all respects. **[Name of student]** has proven that through hard work, follow through, and team work, **[he/she]** can accomplish tasks in a courteous and timely manner.

[Give one or two specific examples of the student's performance. Also, list other activities that the student is involved with at the university and outside of the university. Point out the areas in which this individual has learned had the chance to grow in with these opportunities.]

[Name of student] is well equipped to grow from challenges that **[he/she]** is presented with. **[His/her]** **[List three key traits (examples: patience, teaching ability, strong computer programming skills...)]**, prepare **[him/her]** beautifully for your **[company/organization]**. I strongly suggest making **[name of student]** a member of your team at **[list company name]**.

Sincerely,

**To: Mohammad Eshaq Zeerak
Head of the GRSP organization**

**Ref:
Date:**

Kabul _ Afghanistan

26th July 2009

Ref: Letter of Appreciation

Dear GRSP Colleagues,

The National Solidarity Program (NSP) is the first project of its kind and scale to be implemented in Afghanistan. NSP was conceived, designed, and initiated by MRRD and has been extended to all districts in 34 provinces of Afghanistan. It is financially backed by the World Bank and other donors. These resources are administered by NSP and are used to provide block grants to CDCs.

The ingenuity of NSP's approach is that it ensures that communities are able to institute broad-based and inclusive decision making through Community Development Councils (CDCs). The develop of CDCs is facilitated by 29 National and International partner organizations.

As GRSP had made excellent progress in achieving the benchmarks expressed in the agreement with NSP. Indeed, GRSP, in an evaluation of FP performance, ranked first among all FPs.

Therefore, I would like to congratulate GRSP colleagues for this excellent performance..I appreciate GRSP's great services to MRRD /NSP and its superior performance in meeting the target achievements in all cycles and provinces where GRSP has been a Facilitating Partner of NSP.

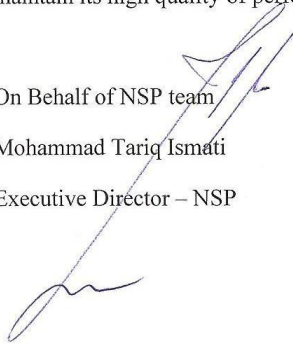
I thank you for your determination and enthusiasm towards making NSP a success and appreciate your ongoing commitment to NSP and to the people of Afghanistan.

I give you my best wishes for your future endeavors to continued success. I hope GRSP will maintain its high quality of performance in its future engagements with MRRD/NSP.

On Behalf of NSP team

Mohammad Tariq Ismati

Executive Director – NSP



RESIGNATION LETTER

Your Name
Your Address
Date

Your Managers Name (e.g. John)
Managers Title
Company Address

Dear John,

I would like to resign my position as (job title) with (company name) to leave (date).

I would like to take this opportunity to say that making this decision has been difficult, as working at (company name) has been such a positive experience and one for which I am grateful. I have gained much here and have enjoyed working with you and my other colleagues in (department/section/project).

However, I am excited about the new position I am undertaking and my decision is irrevocable as I am now legally bound by having signed a contract.

I am conscious of the need to provide support to the (name of the department) until my departure and I shall give my full commitment until then.

I wish (department and company) every success in the future and thank you for the opportunities I have been given during my time here.

Yours sincerely,

Your Name and Signatures

Cc: Human Resources Manager

Sample Reference Letter

Date

Name

Position

Return Address

To Whom It May Concern:

I am writing in reference to FULL NAME and his/her job/postsecondary application, scholarship application. I have known NAME for _____ years as his/her (teacher, employer, family friend). Sentence stating their strengths and personal qualities and values that you have observed (eg. I found him/her to be self-motivated, punctual, etc.) If writing a reference for a scholarship, review the criteria of the scholarship and the resume of the student to gather their strengths together. Sentence giving examples of how they have shown the above. (Captain of the BB team, leadership, outstanding student, volunteer position, citizenship).

I would recommend NAME for the position because (tell them why).

If you require any other additional information please feel free to contact me at (phone number and time when they can call at this number, and email address)

Yours truly,

Personal Signature (must be signed by the person writing the letter)

Name