



Instant Recommendation Letter Kit - Fourth Edition: How To Write Winning Letters of Recommendation

Shaun Fawcett M.B.A.

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Instant Recommendation Letter Kit (Fourth Edition) is a unique information resource that focuses on the writing of **ALL** types of recommendation letters and reference letters for personal, business, character, employment, and college admission situations. The **KIT CONTAINS A SPECIAL E-MAIL ADDRESS THAT KIT OWNERS CAN USE TO ORDER A FREE MS-WORD FILE THAT CONTAINS ALL 89 OF THE REAL-LIFE LETTER TEMPLATES.**

In addition to a wealth of tips, tricks, pointers, and information it also contains a bonus chapter on how to write college admission essays, including downloadable essay samples, as well as a researched collection of links to the top sites on the Net for recommendation letter writing info and services. **This Kit is widely considered to be the number one resource on the planet for writing ANY kind of recommendation letter.**

This Kit Covers the Six Primary Recommendation Letter Types:

- **Recommendation letters** – job related, college admission related
- **Letters of Recommendation** – college/university admission related
- **Reference letters** – job, business, and community related
- **Character reference letters** - business and personal
- **Commendation letters** – employment and community related
- **Performance evaluation letters** – employment and college related

Here's what you get in this Recommendation Letter writing kit:

- **Complete recommendation letter writing style guide** with a wealth of tips, trick, pointers, and insider information for writing **ALL** types of letters of recommendation.
- **Now with 89 fully-formatted real-life sample templates** covering every type of recommendation or reference letter you will ever need to write.
- **Exclusive access by e-mail to the 89 letter templates** in a form that you can download directly into your word processing program and work with (MS-Word).
- **Over 150 "Recommendation Power Phrases"** that are key to composing effective, appropriate, and professional letters of recommendation for any situation.
- **Step-by-step instructions on how to use the author's Template Adaptation Method (TM)** to quickly and easily create any recommendation letter using a real-life template.
- **Recommendation letter resources chapter** containing the author's personally researched Top 15 List of letter writing websites PLUS his personal short-list of top writing reference books.
- **Detailed Table of Contents and full Keyword Index** allow you to quickly and easily find the recommendation letter template that meets your needs. (Unlike most books on this subject).

This is the most complete and comprehensive style guide with templates that you will ever find for writing ANY type of recommendation letter or reference letter for ANY situation.

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