

Recommendation Letter

Task 1. Put the parts of the letter in the correct order. (Поставте елементи листа у правильному порядку. Прочитайте та перекладіть зразок рекомендаційного листа)

1	2	3	4	5	6	7	8	9	10

A. Janet Child

Restaurant Manager
Solera Restaurant
jchild@solera.com
(866) 811-5546

B. Ms. Talia Richardson

Restaurant Manager
Tapea Restaurant Group
56 Main St.
Centreville, VA 20122

C. It's my pleasure to provide this letter of recommendation for Charlie, who worked as a server at Solera Restaurant for the past two summers. As Charlie's direct manager who worked closely with him throughout his time here, I was impressed with his work ethic, friendly personality, and ability to work well under pressure. As he graduates from Johnson & Wales with a degree in Hospitality Management, I'm confident that he has the skills to do well as an Assistant Restaurant Manager with Tapea Restaurant Group.

D. As a server at Solera, Charlie demonstrated superlative customer service. Our clientele is a mix of long-term patrons and visiting tourists, and Charlie was personable and professional toward all. Even when things got hectic during peak business hours, Charlie kept up his energy level and attention to detail. I recall one instance when the kitchen was backed up and a table complained about how long they had to wait for their food. Charlie listened to their concerns and offered them free desserts to ensure that they left feeling positive about their dining experience. Charlie is thorough, friendly, and helpful, all qualities that made him an excellent addition to our staff.

E. Sincerely,

F. To learn more about hospitality management, Charlie set up meetings with me throughout the summer to discuss my responsibilities as Restaurant Manager. We talked about staff training and supervision, budget management, licensing, safety guidelines, administrative records, and business promotion, among other key parts of the job. Charlie brought a lot of knowledge to the table and quickly picked up new tricks of the trade. Between his classes at Johnson & Wales and

practical experiences, he has a clear sense of the responsibilities of managing a restaurant.

G. Dear Ms. Richardson,

H. Charlie has my highest recommendation for the position of Assistant Restaurant Manager. He consistently impressed me and the rest of the staff with his work ethic, customer service, and burgeoning managerial skills. Please don't hesitate to contact me for any further information. Thank you for your time.

I. September 25, 2020

J. Janet Child

Task 2. Write the Recommendation Letter using the sample. (Напишіть рекомендаційний лист, використовуючи зразок)

Sample Recommendation Letters in English

To whom it may concern

This is to certify Mr./Ms. (insert name of employee) _____ son/daughter of (insert father name) _____ has worked as (job position) _____ from (starting date) _____ up to (ending date) _____ At (name of the academy or company) _____ .

We found him/her most talented, qualified, hard working person and fully devote his/her attention toward his/her duties.

His/her performance is quite satisfied, transparent and effective. He/she is skillful, knowledgeable specifically got various kinds of experience in the field of (field name) _____ .

I strongly recommend him/her as a potential and suitable employee.

Sincerely,

(Signature) _____