



# **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: How To Write Winning Letters of Recommendation

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## **Instant Recommendation Letter Kit - Fourth Edition: How To Write Winning Letters of Recommendation** Shaun Fawcett M.B.A.

**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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