

Recommendation Letter for a Library Assistant

By: AmbitionBox.com

{Your name}
{Title}
{Institution's name}
{Address}
{City} {State} {Pin code}
{Email}
{Phone number}

Date:

{Addressee's name}/{Title}
{Institution's name}
{Address}
{City} {State} {Pin code}

Subject: Recommendation

Dear Mr/Ms. {Addressee's name}

As the {Title} of {Institution's name}, I hereby recommend Mr/Ms. {Candidate's full name} for the position of head librarian/assistant librarian at your institution. {Candidate's first name} has worked with us for {number of years} and I am elated to say that he/she is the best we ever had. He/She is an avid reader and that is why he/she's the favorite guide of all our students. They come to seek his/her help for their projects and he/she helps everyone wholeheartedly. He/she suggests relevant books, helps in research and analyses different editions to find the suitable one for the students who come to ask for help.

{Candidate's first name} is very responsible, determined and innovative. It was his/her idea to make the whole administration process online. It is due to his/her efforts that we're able to keep track of everything much more efficiently. He/she has also increased the readership by 75% since he/she has joined, thanks to a number of book clubs and reading activities he/she has started. In this world of computers, he/she believes in the authentic importance of books and tries to inculcate the same habit within our students. Being a polite and calm personality, he/she never gives in under pressure and knows how to handle difficult situations.

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Along with a serene demeanor, {Candidate's first name} is disciplined enough to avoid any chaotic situation which might occur in the library.

{Candidate's first name} has become an integral part of our institution and it is with a heavy heart that we're letting him/her go but we understand and respect his/her ambitions in life. I am sure about {Candidate's first name}'s excellent performance in a reputed university like yours and I would want him/her to have the right exposure as well. In the case of any queries and doubts, please feel free to connect with me on the above-mentioned email address and phone number.

Sincerely,
{Your signature}