Task 3 Engaging Performance Scenario, Unit 1 – Recommendation Letter

Engaging Scenario: Our school has lost a principal. You have been chosen to select a candidate to fill the position from the following individuals: Hammurabi, Alexander the Great, Pericles, Julius Caesar, Augustus Caesar, Plato, Socrates, Aristotle, Asoka and Shi Huang Di. You will research the candidate you select and give reasons you feel he/she is the right one for the position. You will then write a persuasive letter to the hiring committee recommending your candidate.

Task 3 Recommendation Letter Presentation Student Directions: You will draft a recommendation letter for your assigned candidate based on your research. The recommendation letter should first include how the individual affected 2 of the following in their region: **religion, culture, economics, politics, and technology. Then describe how these historical impacts would make a strong candidate for Principal.** Students will be provided an example of a professional recommendation letter (below) where students will include proper formatting and language. Students will **use the provided template** via the course website, mrcoachholmes.weebly.com, where students will input their research details.

Due Date:_____

[Date]

Re: Recommendation for Sharon Westman

Dear Hiring Manager:

I was initially impressed with Sharon Westman's enthusiasm, communication skills and professional demeanor when I hired her four years ago as a customer service rep within JRW Inc.'s call center. During the two years Sharon reported to me (I have since moved on to a different department), she consistently demonstrated all of these qualities and more, and I heartily endorse her for any customer service position.

Sharon is reliable, dedicated and eternally upbeat. Her ability to calm angry or frustrated customers is unparalleled, and it is because of her excellence in this area that I repeatedly asked her to mentor new employees in the call center. Sharon multitasks effectively and is able to handle a high-volume workload. She consistently met or surpassed all weekly call center metrics (including customer satisfaction, call volume and response time), and her daily written reports were accurate and thorough.

Of particular value to me as a former call center manager was Sharon's team player mind-set, enthusiastic embrace of change, ability to work with minimal supervision and unwavering commitment to exceeding customer expectations. I regularly received unsolicited praise from customers commending Sharon's outstanding level of service, professionalism and follow-through.

Organized and diligent, Sharon quickly learned technology systems and software that were unfamiliar to her when she first started with JRW, and she also attended optional professional-development seminars offered through the company. She is pursuing an associate's degree in business through evening classes at ABC Community College.

Sharon is a hardworking, top-performing customer service professional. She has my highest recommendation, and I am happy to furnish more details if you would like additional information.

Sincerely,

Carla Pederson

Name: **Date:**   **Block:**

Performance Task 3 In Detail			
Performance Task 3 Scoring Guide			
4 Advanced	**3** Proficient	**2** Basic	**1** Below Basic
Task Meets **All Proficient** criteria plus: • Letter includes a minimum of three justifications supported by specific, persuasive, and consistent evidence for hiring their individual.	**Letter of Recommendation** **Meets 4 of 4 Criteria** • Includes all components of a professional letter of recommendation for hire. • Letter includes two historical examples of the individuals impact in their region • Letter links the historical examples to justification for principal supported by relevant evidence • Letter has introductory paragraph, two justification paragraphs (One using relevant historical evidence from their region and one using evidence for hiring), and closing paragraph.	• Task Meets **at least two (2)** of the criteria in the **Proficient** column	• Task Meets **fewer than one (1)** of the criteria in the Proficient column