

LETTER OF RECOMMENDATION

You may think requesting a letter of recommendation is as simple as sending an email to your professor or employer saying, “hey can you write me a letter of recommendation?” In reality, asking for a letter of recommendation should include a little more.

1. ADDRESS THE RECIPIENT PROFESSIONALLY

Whether you are addressing an employer or professor it is important to address them professionally either by Mr. Ms. or Dr. followed by their name and a comma.

2. SUMMARIZE THE JOB IN ONE SENTENCE

You will want to give the person you are asking to write you a letter of recommendation an idea of what they are recommending you for. They will write different things in the letter if you are applying for jobs as a teacher than if you were applying for jobs as an accountant.

3. HIGHLIGHT THREE THINGS THE RECIPIENT OF THE LETTER WILL BE LOOKING FOR

Before you write your letter of recommendation request, make sure you know the things your future employer will be looking for. If you are applying to be a teacher it would be important to show that you are patient, hard-working, and organized. If you are applying to be an accountant it would be important to show that you are good at math, timely, and detail-oriented. Point these three qualities out to the person you are requesting the letter from.

4. PROVIDE EXAMPLES OF THOSE THREE QUALITIES

Odds are the person you are asking to write you a letter of recommendation has been asked by multiple others to write letters of recommendation. To help your professor or employer write the best letter of recommendation for you, remind them of times in your experience together where you demonstrated the qualities you pointed out before.

5. END THE LETTER PROFESSIONALLY

When you are finished with the letter, end it professionally by including any information your professor or employer might need to get the letter where it needs to go. This is usually an address of where the letter should be sent to or an email the letter can be emailed to. Also make sure to add when you need the letter by so that your professor or employer will know when to have it ready for you.