
LETTER OF RECOMMENDATION WORKSHEET

***** It is not always necessary to get letters of recommendation, but certain companies/industries do request them. *****

(You can create a similar version of this worksheet and give it to the people who will write letters of recommendation for you.)

TO: _____ (Name of person who will write the letter)

FROM: _____ (Name of student/alumnus)

RE: Letter of Recommendation for: Employment Graduate School

DATE NEEDED: _____

PLEASE ADDRESS LETTER TO: To Whom It May Concern The name and address below:

FIRST PARAGRAPH: state that the letter of recommendation is for me, and that I am applying for the following type of work/graduate program: _____

SECOND PARAGRAPH: state the nature of our relationship, the length of time you have known me, and the types of assignments, projects, work, or other experience we shared.

Relationship: _____ Length of time: _____

Type of work/projects: _____

THIRD PARAGRAPH: please give some detail about my *skills, talents, abilities, or personal qualities*. In addition, please describe one or two *accomplishments* that would be of interest to the potential employer or graduate program listed above. Here are some skills, talents, abilities you may want to cover: _____

Here are some accomplishments you may want to refer to (please see my attached resume for additional information):

FINAL PARAGRAPH: please state how you can be reached for more information if you are willing to be contacted.

Please give me a call at (____) _____ when the letter is ready to be picked up.

Please email me at _____ when the letter is ready to be picked up.

Please mail the letter directly to the address above.