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.