

# Letters of Recommendation

Letters of recommendation may help you obtain a job because they let the employer know that someone thinks you did a good job in the past.

## Helpful Hints When Requesting a Letter of Recommendation

1. Ask for a letter of recommendation in writing. This can be a hand written note, an email, or a formal letter. It is a polite way of requesting the person's assistance AND will serve as a reminder to complete this request.
2. Be gracious if the person states they cannot write a letter of recommendation for you. There may be several reasons why they cannot assist you – company policies, work load, etc.
3. Give your resume to the person if they agree to write you a letter of recommendation. This will assist them in writing the letter by providing a little information about your abilities, and experiences.
4. Make your request well in advance. Do not wait until the last week when the letter is needed to make your request. Be courteous to the writer and give them time to consider the letters contents.
5. Follow up with the writer if you have not received your letter within 2 weeks. Be gentle in your reminder.
6. Send the writer a thank you note after you have received their letter of recommendation.
7. **KEEP** the original letter of recommendation that you receive. Include a **COPY** of the letter with your job application.

## From Whom Should You Request Letter of Recommendation

- A. Ask people who are not related to you (if possible).
- B. Select people who can **say something positive about your ability to complete a project, job, activity and/or your ability to positively communicate.**
- C. Suggestions are: Teachers, school counselors, coaches, neighbors, family friends, past co-workers, church members, club advisors, school support staff, etc.