

# LETTER OF RECOMMENDATION WORKSHEET

(Give copies of this worksheet 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 this 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 or

Email me at \_\_\_\_\_

Please mail the letter directly to the address above.