

ASKING FOR A RECOMMENDATION LETTER

Sample Letter:

Dear [Professor/Dr./Mr./Ms. Last Name],

I hope you are doing well. I'm reaching out to ask if you would be willing to write me a letter of recommendation for a job I am applying for. I am currently applying for a [Job Title] position at [Company Name], and I believe your insight into my [academic/work performance, character, or skills] would add strong value to my application.

I thoroughly enjoyed working with you during [course name / job / internship] and appreciated your mentorship and guidance. I feel that your perspective on my [specific strength—e.g., communication skills, leadership ability, reliability, etc.] would help convey my suitability for the role.

The application deadline is [insert deadline], and the letter can be submitted via [email/online portal—provide link if needed]. I can also send you my updated résumé and the job description to give you more context.

Please let me know if you'd feel comfortable writing this recommendation. I understand this is a busy time and truly appreciate your consideration.

Warm regards,

[Your Full Name]

[Your Email Address]

[Your Phone Number]

A recommendation letter is a written endorsement from someone who knows you professionally or academically and can speak to your skills, character, and qualifications. It is typically used to support applications for jobs, internships, college or graduate programs, scholarships, or leadership opportunities. A strong letter highlights your strengths, gives examples of your work or contributions, and explains why you would be a good fit for the opportunity. It helps decision-makers get a better sense of who you are beyond your résumé or application.



TIPS:

1. Choose the Right Person

- Get to know your professors! Attend office hours and ask questions. Talk to them about your goals and ask for advice.
- Pick someone who knows you well: This could be a professor, advisor, supervisor, or coach who can speak to your skills, character, and work ethic.
- Match the recommender to the opportunity: For academic programs, choose someone familiar with your academic strengths. For jobs or internships, a supervisor who's seen your work firsthand is ideal

2. Ask Early

- Give at least 2–3 weeks' notice before the deadline.
- The earlier you ask, the better—this shows respect for the recommender's time and gives them time to write a strong letter.

3. Make the Request Politely

- Ask in person or by email. If asking in person, follow up with an email.
- Be clear about:
 - What you're applying for
 - Why you're asking them
 - When the letter is due
 - How it should be submitted

4. Provide Supporting Materials

Include:

Your résumé or CV

A copy of your personal statement or cover letter (if applicable)

A summary of what you're applying for

Deadline(s) and submission instructions (online link, email, mailing address)

5. Follow Up Politely:

Send a reminder one week before the deadline if you haven't received confirmation.

Thank them after they submit the letter, and update them if you get the position, scholarship, or acceptance.

Tips for a Strong Ask:

- Be specific about what you're applying for and why you chose them.
- Mention your strengths or achievements they're familiar with—this helps them write a focused letter.
- Stay organized: Create a checklist of deadlines and submission methods.
- Be gracious and respectful—even if they decline, thank them for their time.

