

# Letter of Recommendation

## WHAT IS A LETTER OF RECOMMENDATION?

Letter of recommendation is a letter written by your supervisor (or other adult) that gives future employers information about you as a worker in a paying job, community volunteer assignment, club officer, teacher aide (such as in computer lab), or other situation. The letter of recommendation might say you are a good team worker, dependable, have good customer service skills, are able to handle responsibility, show initiative (can start what needs doing without being told), or other good things. Letter of recommendation might say that you have skills such as computer operation, accounting, supervisory, mechanical, drafting, or other skills. Letter of recommendation is written by your supervisor or other adult and may be word processed or handwritten: a) On letterhead paper (has school or company name and address printed at the top), or b) On plain paper.

## WHY COLLECT LETTERS OF RECOMMENDATION?

**First**, you need letters of recommendation because future employers want to know what past supervisors and adults think about your work skills. **Copy** of the letter of recommendation may be stapled to job applications or taken along to share in interviews. Never give away your original letter of recommendation.



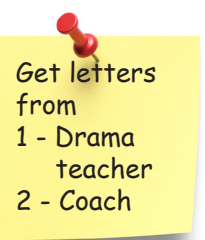
**Second**, letters of recommendation are used to give you a emotional boost when you face the hard task of looking for a new job. Reading your collection of letters of recommendation will remind you that you have valuable qualities and work skills that an employer will value. This will give you support. Then, you feel positive during the next job interview which will impress the employer and help you get hired.

**Third**, letters of recommendation document (give proof of) your paid and unpaid work history in writing so that nothing will be lost if the person you need as a reference moves to another city. You will have a letter of recommendation that states the fact that you have work experience and did a good job.

## HOW MANY LETTERS OF RECOMMENDATION DO I GET?

Get as many letters of recommendation as you can. In your younger days, do you remember how scouts earned badges to show that they learned skills? Today, letters of recommendation are your badges to show employers you did a good job as a worker or volunteer. You may collect a letter of recommendation from the supervisor (or adult over 21 years of age) at the following places:

- 1) Volunteer work sites (helping in the community or with sports leagues, clubs, church group, etc.).
- 2) Paid part- or full-time jobs.
- 3) School classes in which you have earned a good grade.
- 4) School, club, or volunteer experience in which you succeeded such as computer lab assistant, tutor, switchboard operator, club officer, drug awareness team leader, newspaper or yearbook staff, sports team leader, peer counselor, or other experience.
- 5) Babysitting or yardwork jobs that you held for more than six months.
- 6) Other activities that earned you recognition such as county or science fair projects.



## HOW DO I GET A LETTER OF RECOMMENDATION?

Since letters of recommendation are not automatically written by adults; you will need to **ask** for one. For volunteer work, school projects, or outside activities, ask the leader (who must be over 21 years of age) for a letter of recommendation after a project, at the end of a school term, or when you think it is the right time.

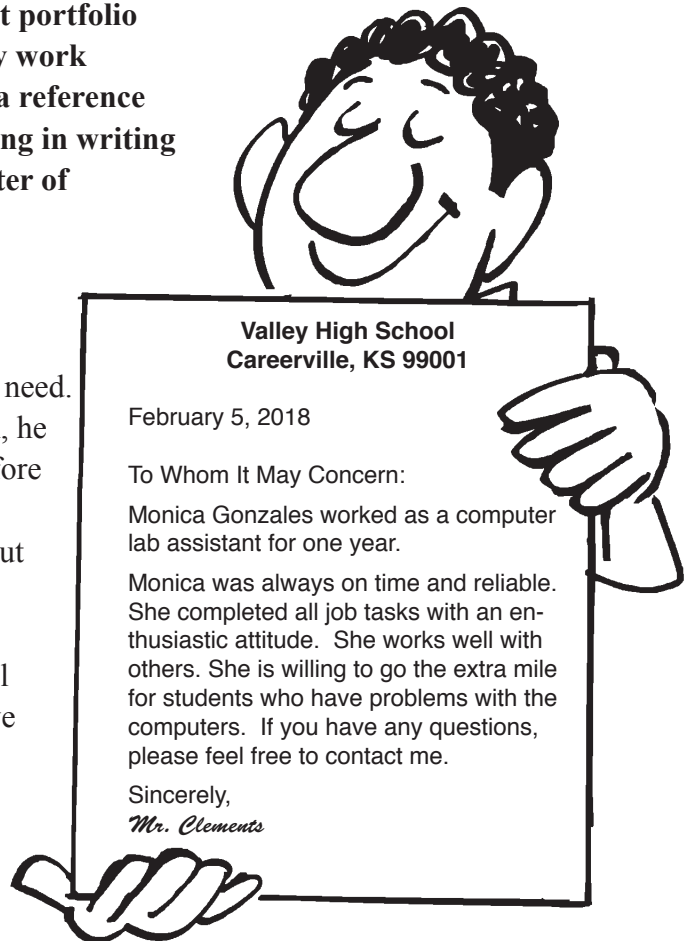
To request a letter of recommendation you may say, **“Mrs. Webster, I would like to request a letter of recommendation from you for the period of time I worked as a switchboard operator and receptionist for the school. I am making a job hunt portfolio and will need a letter of recommendation about my work experience to keep it up to date. Also, I may need a reference from you in the future, and I want to have something in writing in case I am unable to find you when I need the letter of recommendation.”**

Sometimes a supervisor will ask you to write a list of things you want said about you in a letter of recommendation so that he/she understands what you need. As the supervisor writes the letter of recommendation, he or she may follow some of your suggestions. So, before you ask someone to write a letter of recommendation, make a list of 3 things you want included (or said about you) in that letter in case you are asked.

**IMPORTANT TO REMEMBER:** Keep the original letters of recommendation in a safe place! Do not give the original letters to anyone — even employers. Make copies of the letters of recommendation to give to future employers. Note: Letters may be word processed or handwritten by the adult.

### QUICK CHECK:

1. What is a letter of recommendation?
2. List 5 things the letter might say about you.
3. What does letterhead paper have printed at top?
4. List 3 reasons why letters of recommendation are needed.
5. a) List 5 places where you may collect letters of recommendation from supervisors.
6. How do you get a letter of recommendation?
7. From your life, list 2 adults (and your activities they supervise) that you can ask to write a letter of recommendation for you.
8. How old must the adult writing the letter of recommendation be?
9. Following the example in bold print on this page, write a paragraph asking for a letter of recommendation from one of the supervisors you listed in question #7.
10. a) What may the supervisor ask you to write?  
b) Why?
11. List 3 things **you** would like said in a letter of recommendation **written for you!**
12. What is one last important point to remember about letters of recommendation?
13. May a supervisor handwrite the letter?
14. Word process a request for a letter of recommendation to one of the supervisors you listed in question #6. Follow the example on the next page.



If your letter is too high or too low, add or delete lines in the space above your street address.

3945 My Street  
Careerville, KS 99001  
June 3, 2018

*Use your home address and the current date*

*Press return (or enter) key 5 times*

Mr. Clements  
Valley High School  
234 School Way  
Careerville, KS 99000

*Press return key 2 times*

Dear Mr. Clements:

*Press return key 2 times*

I would like to request a letter of recommendation from you for the period of time I worked as a computer lab assistant. I am making a job hunt portfolio and will need a letter of recommendation for my work experience to keep it up to date.

*Press return key 2 times*

Also, I may need a reference from you in the future, and I want to have something in writing in case I am unable to contact you when I need the letter of recommendation.

*Press return key 2 times*

Sincerely,

*Press return key 4 times — Sign your name in the space after “Sincerely”*

*Start signing under the “S” or “i” and try not to slant up or down as you finish writing your name.*

Monica Gonzales

**EXTRA CREDIT ASSIGNMENT:**

Get an actual letter of recommendation from a teacher (if you were an aide), secretary (if you were an office assistant), adult (for a volunteer position), or supervisor (if you have a paid job). To do this: a) Word process a request for a letter of recommendation, b) Let your teacher proofread the request letter, then c) Give your request letter to the person whom you want to write the letter of recommendation. d) Say, "On what date may I return to pick up the letter?"

