

# Model Letter of Recommendation

(To be used by the author of a recommendation letter)

Date

Name of Contact Person

Contact's Title

Company Name

Address

City, State

Phone

Subject: Letter of Recommendation for [Name of Student]

Dear Name of Contact Person or To Whom It May Concern:

Provide information on your relationship with the student (professor, supervisor, friend of the family, former co-worker) and how long the relationship has lasted. List who you are and what your background is (education, job title, employer, length of employment). Also list how well the student performed his or her job duties or academics. Give responsibilities, accomplishments, and impressions of the student.

Break down all the qualities and characteristics of the student (work ethic, dedication, accuracy, attitude). Be sure to list characteristics that fit the job description or program of study (safety-minded, organized student, creative marketing). Make personal observations about the student's interests or enthusiasm in the position.

Make a closing statement about your confidence in the student, and why you believe they will succeed in the position. Finish with a formal statement of recommendation (I recommend [student] for the [position] at [company]). Provide your contact information in case you are needed for further information.

Sincerely,

Name of Author

Title, Company