

Sample Letter of Recommendation

For Your Portfolio: Ask for letters of recommendation from 2 to 3 adults who can verify your work ethics, training, activities and experiences, academic accomplishments, and/or attendance. Discuss with the writer your goals for the future and strengths you would like them to write about. Give the writer a copy of your resume. It will help them be more specific when writing about your skills.

A letter of recommendation, documents paid or volunteer activities and may include an assessment of:

- ◆ academic strengths
- ◆ specific job-related experiences and skills
- ◆ dependability and punctuality
- ◆ honesty and integrity
- ◆ problem-solving skills
- ◆ initiative
- ◆ ability to work as a positive, contributing member of a team
- ◆ grooming and appearance as it relates to requirements for employability

If the person you ask to write your letter needs an idea of the contents of a Letter of Recommendation you can share the following sample.

Sample Letter of Recommendation

Current Date

To Whom It May Concern:

This letter is to recommend Jim McNeil. As the Building Secretary, I have supervised Jim for two years and have found him to be a valuable and reliable employee. Jim has a positive attitude and is always willing to help others. He is flexible and willing to learn new concept, and continues to expand his knowledge on a daily basis. He enjoys a challenge and is able to find creative solutions.

I am very impressed with Jim's organizational skills. He has the ability to organize his time efficiently and is self-motivated. He is very personable and empathetic, effectively working with both the teaching and support staff in our district.

Jim has been a great pleasure to work with and will be very difficult, if not impossible, to replace. I strongly recommend him as an exceptional employee.

Sincerely,

Kim Callahan

Kim Callahan
Building Secretary