



TIME FOR DEVELOPMENT LLC

Re: Recommendation

Dear Mr. Jones,

**Paragraph One: Who are you recommending and what are you recommending them for?
Who are you and what is your relationship with the applicant?**

I am pleased to recommend _____ for the _____ position opening at _____. Ms. Pierce's commitment to excellence and outstanding performance during her time in our degree program have prepared her for the role. I have known Ms. Pierce since 2020, when she took her first leadership course with me. Since then, she has worked as a teaching assistant and as a consultant with regional companies.

Paragraph Two: Align applicant experiences and education with the job description.

Upon reviewing the job description, Ms. Pierce's professional experience clearly has prepared her for the role. Her bachelor's degree in organizational leadership provided her extensive opportunities to serve as a leader and follower on campus and in the classroom, and she was recognized as a Top 50 student because of her community involvement...

Paragraph Three: Align applicant knowledge, skills, and other attributes with those listed on the job description.

Throughout the time that I've known Ms. Pierce, I've found her to be consistent in three areas: her commitment to excellence, her ability to consistently apply program material, and her incredible self-discipline which resonates through her work.... While working as my teaching assistant, Ms. Pierce required minimal oversight, yet remained very comfortable reaching out with any questions or concerns....

Paragraph Four: Two to three sentences that hiring manager NEEDS TO KNOW about the applicant; invite to contact with any questions or concerns.

It has been an immense privilege getting to know and working with Ms. Pierce. She has proven herself as a _____ and I have full confidence that Ms. Pierce would become a tremendous asset to your organization if offered the opportunity. Please feel free to reach out if you would like to further discuss her background and qualifications. Thank you for your time.

Sincerely,

Michael Kirchner

Final Tips:

- Writing in first person is advised but keep “I” statements to a minimum.
- Write in single space.
- Use a professional looking font such as Calibri, Arial, or Times New Roman and at least 12pt.
- Include and describe relevant strengths and skills of applicant to the position.
- Include personal work-experiences to show authenticity.
- Be succinct; letters should be approximately one page.