

Great Examples Of Asking For Letters Of Recommendation From Prior Jobs

Here's an expanded guide and several examples that delve deeper into how to request a letter of recommendation from previous employers. These requests can be tailored based on your specific situation, the type of recommendation you need, and your relationship with the person you're asking.

How to Ask for a Letter of Recommendation

When approaching a former employer or colleague for a letter of recommendation, remember a few key principles:

Be Professional and Polite: A letter of recommendation is a favor, and you're asking them to take time out of their day to help you.

Be Clear and Specific: Let them know why you need the letter, what it's for, and any particular skills or experiences you'd like them to highlight.

Provide Context: Refresh their memory about your time working together. Mention specific projects, achievements, or skills they may want to emphasize in the letter.

Offer Assistance: Provide any additional details they might need, and offer to meet or chat to discuss it further. You could also share an updated resume to remind them of your full scope of experience.

Express Gratitude: Regardless of whether they agree or not, thank them for considering your request.

Example 1: General Recommendation Request

Subject: Request for Letter of Recommendation

Dear [Name],

I hope this message finds you well. I'm reaching out to ask if you would feel comfortable writing a letter of recommendation for me. As I am currently [mention what you're doing, e.g., starting a new job search, applying to a graduate program, etc.], I believe a recommendation from you could provide invaluable insight into my skills and experience.

Working together on [mention specific project or responsibility] was an incredible experience, and I feel that your perspective on my [mention relevant skills like problem-solving, adaptability, or leadership] could really make a difference in my next career steps.

If you're available, I would be incredibly grateful. I would be happy to provide more context about my current goals and what I hope the recommendation will convey.

Thank you very much for considering this request. Please let me know if there's any further information I can provide.

Warm regards,
[Your Name]

Example 2: For a Specific Job or Position

Subject: Request for a Recommendation Letter for [Job Title/Position]

Hi [Name],

I hope you've been doing well! I am currently applying for a position as [Job Title] at [Company Name], and I believe your recommendation could help demonstrate my qualifications for the role. Given our time working together on [mention specific project or task] at [Company Name], I think you would be able to provide a great perspective on my abilities in [mention relevant skills or areas, such as project management, communication, etc.].

If you feel comfortable with it, would you be willing to write a letter of recommendation? I'd greatly appreciate it if you could emphasize my work on [mention specific project or responsibility] and highlight my strengths in [mention specific areas or skills]. I am happy to provide additional details or meet with you to discuss the role further.

Thank you very much for considering my request. I truly appreciate your support and assistance.

Best regards,
[Your Name]

Example 3: Emphasizing Specific Skills or Accomplishments

Subject: Letter of Recommendation Request

Dear [Name],

I hope you're doing well. I am reaching out because I'm preparing for [mention what you're applying for, such as graduate school, a new position, etc.], and I would be honored if you could provide a letter of recommendation.

Reflecting on our work together at [Company Name], I'm especially proud of the [mention specific project, task, or accomplishment]. I believe your insight into my skills in [mention specific skills, like analytical thinking, leadership, collaboration, etc.] would add a lot of value to my application.

Would you be open to writing a letter that highlights these aspects of my work? I'm happy to provide any additional information to make this easier for you.

Thank you so much for your time and consideration. I greatly appreciate your help.

Warm regards,
[Your Name]

Example 4: From a Former Manager

Subject: Request for a Recommendation Letter

Hi [Name],

I hope you're doing well! I am currently exploring new career opportunities, and I'm reaching out to ask if you would feel comfortable providing a letter of recommendation for me.

Working under your guidance at [Company Name] was one of the most enriching experiences in my career, and I think a letter from you would be invaluable. I believe that your perspective on my performance, particularly regarding my work on [mention specific project or responsibility] and my skills in [mention specific areas, such as leadership, collaboration, initiative], could really enhance my application materials.

If you have the time, I would be incredibly grateful for your support. I'd be happy to provide more information or discuss my plans in greater detail if that would help.

Thank you so much for considering my request. I truly appreciate your help and guidance.

Best regards,
[Your Name]

Example 5: When the Recommendation Is for a Graduate School Program

Subject: Request for a Letter of Recommendation for Graduate School

Dear [Name],

I hope this message finds you well. I am reaching out because I have recently applied to several graduate programs in [mention your field, e.g., business administration, engineering, etc.], and I would be grateful if you could provide a letter of recommendation.

During our time together at [Company Name], I feel I learned a lot from you, particularly when we worked on [mention specific project or initiative]. I believe that your insights into my skills in [mention relevant skills, like critical thinking, technical abilities, etc.] and my commitment

to [mention relevant area, like continuous improvement, innovation, etc.] would help strengthen my application.

If you're able to assist, please let me know, and I'd be happy to provide more details about the programs I'm applying to, as well as any additional context that might be helpful for the letter.

Thank you so much for considering my request, and please let me know if you need any further information.

Best regards,

[Your Name]

Tips for Following Up

Express Gratitude: Once they agree, thank them for their time and willingness to help. A simple follow-up email can go a long way.

Provide Reminders: Gently remind them of any deadlines or due dates for the recommendation. If they agreed to a date, try to follow up a week or so before that deadline.

Share Updates: If you receive the job or get accepted to the program, let them know and thank them again. People like to see how they've helped others succeed!

These examples will give you a good starting point to craft a thoughtful request. Tailoring each message to your specific situation and focusing on your unique experiences will make your request feel more personal and meaningful.

Source: <https://christianjobnet.com>