

Components of a Good Letter of Recommendation

- * Stay positive, honest and personal.
- * Qualify yourself early in every reference letter you write. Say what qualifies you to give such a reference and testament about the person. Be sure to write about when you met and how long you have known the person.
- * State the nature of relationship you have had with the individual you are writing about. . Were you a boss, a mentor, or a peer?
- * State why the opportunity to support this person excites you and say how you feel about being asked to write this reference letter.
- * Identify which 2 or 3 specific behaviors and qualities which, in your opinion, are most meaningful about the person. Be sure to use key words and phrases that truly demonstrate key characteristics of that individual.
- * Why would this person be a good fit for the task at hand? How could they bring value to the process? Identify a specific example of the type of contribution they could make.
- * Write about your willingness to work with this person again..
- * Share your availability for follow up with your contact information.
- * When writing a reference letter, it is not the time to err on the side of brevity, be superfluous, or be long winded. Be relevant.