

How to write a reference/ recommendation letter?

<http://www.writeexpress.com/reference-letter.html>

When Will you need a reference letter?

- Apply for a...
 - Job
 - School
 - Training program
 - or any other particular position
- Typically, three references will be enough for many situations.

Who will write/need a reference letter?

- Employer
- Trainer
- Teachers
- Coaches



- Employee
- Trainee
- Students
- Team members

Asking for a reference letter

- Asking someone who is really relevant to the area you are planning for.
- Do NOT ask reference letter from relatives.
- Reference letter is a sort of advertisement, talking about the goal you want to achieve with your referee.
- Giving enough time for your referee to write the reference letter- a week or 10 days.
- Follow up your request with your referee by sending a follow-up letter and remind the deadline.
- If you have got the letter, remember to send the referee a thank-you letter.

AS a referee...

- Discuss the subject with the requester.
- Be sure that you are proper and sincere to write a reference.
- Asking for sufficient informations from you requester to describe the concrete accomplishments

IF you want to decline the request

- Express your regret and suggest some other referee
- Avoid derogatory comments
- Do not put too much personal bias, just say sorry and give a objective description.

Structure of a reference letter

- Letterhead- provide the information of organization
- Salutation- “To whom it may concern”, a universal used opening.
- Main body
 - Describe the relationship or working experiences with the requester, including when, where, how.
 - Describe the accomplishments of the referent. Specify the works have been achieved or expertise in particular area.

Something should not be mentioned

- Weakness
- Unrelated personal informations: religions, race, origin, political position, etc.