

Letter of Reference Request



To: _____

From: _____

Thank you for agreeing to write a Letter of Reference for me. Please address the letter "To Whom It May Concern" because I am using this letter in my Professional Career Portfolio. When writing your recommendation, please consider the following items:

- ✓ My relevant academic experience
- ✓ My relevant technical or career-related skills
- ✓ My enthusiasm for learning
- ✓ My motivation
- ✓ My work ethic (including punctuality, use of sick time, working with others, etc)
- ✓ My personal character

I would appreciate it if you would complete the letter by : _____

Thank you again for your help!

Letter of Reference Request



To: _____

From: _____

Thank you for agreeing to write a Letter of Reference for me. Please address the letter "To Whom It May Concern" because I am using this letter in my Professional Career Portfolio. When writing your recommendation, please consider the following items:

- ✓ My relevant academic experience
- ✓ My relevant technical or career-related skills
- ✓ My enthusiasm for learning
- ✓ My motivation
- ✓ My work ethic (including punctuality, use of sick time, working with others, etc)
- ✓ My personal character

I would appreciate it if you would complete the letter by : _____

Thank you again for your help!