

LOC Request and Discussion

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BUSN499: Senior Seminar

Instructor: Dr. Lawson

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LOC Request

Subject: LOC Request

Good afternoon Mr. Jewell,

I hope you and your family are doing well. I'm reaching out because I'm in the process of applying for a new position. I am interested in working for ICF, in the role of Performance Analysis and Evaluation Manager, specifically for a large national program of Program Support Services for child support enforcement. The purpose of this role is to support the team in enabling state and tribal child support agencies to better comply with federal law and improve enforcement. As the Performance Analysis and Evaluation Manager, I would be responsible for performance management and reporting. You know me well and understand my passion for serving others. ICF embodies the qualities I'm looking for in an organization. As a global consulting and technology company, they engage in work aligned with humanitarian and social impact goals. The recruiter has requested that I submit a letter of recommendation along with my application, and you came to mind because of our past experiences in the Coast Guard. The position requires strong leadership skills and commitment to improving service delivery, which are qualities I honed while working under your guidance. If you feel comfortable, I would greatly appreciate a letter of recommendation highlighting my strengths and work ethic. The submission deadline is May 30, 2025. Please let me know if your schedule allows for it. I'm happy to draft a letter if it helps gather additional information you may need. It would mean a lot to receive your support as I pursue this new opportunity.

Sincerely,

Johanna McDonald

LOC Discussion and Reflection

When writing a letter requesting a letter of recommendation for a new position, the three people who come to mind are Nathaniel Jewell, JoAnna, Seaman, and Angel Limongelli. All three of these individuals have played a pivotal role in my life. I have worked alongside all three, two of whom have been my supervisors in the past. I have known them since 2012 and have developed a working relationship with them through the years. They have seen me develop my skills and grow as a leader, and I can truly say that they know me as a person, as an employee, and as a coworker. When looking for someone to ask for a letter of recommendation from, it should be someone you know and who actually respects and admires your work. Also, someone who has taught you something new or perhaps mentored you recently or in the past and still remembers who you are. All three of these people, with whom I still keep in touch, have mentored me along the way. I also know them and their strengths, and all three are strong writers. They put thought into everything they do. I am certain that they would evaluate me in a positive light. The letter of recommendation that I would want for a new role would come from someone whom I trust and admire. I know that these three people would have positive things to say and genuinely want nothing but the best for me. This is why I would reach out to Nathaniel Jewell, JoAnna Seaman, and Angel Limongelli when seeking a letter of recommendation that would add value to my application process.