



# Professional Reference Templates

## Sample Recommendation Request

Dear \_\_\_\_\_,

Hope all is well for you at [company name]. I wanted to give you a quick update on my situation and ask a quick favor of you. I'm in the interview series for [describe target position(s)] and am hoping that you'll serve as one of my professional references. You've probably got a lot on your agenda, so in case this is helpful, you'll find some a couple of talking points that might be useful in case you communicate with recruiters who are considering my application.

- You might recall that we worked together from roughly [month/year] to [month/year], and during that time my official title was \_\_\_\_\_.
- When I think back about our time as colleagues, some of the highlights that come to mind are \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

Would you be willing to serve as a reference for me [optional: and perhaps write me a brief written recommendation by \_\_\_\_\_]? I would certainly be happy to return the favor in the future.

Kind regards,

Mr. Eazl

E: [eazl@mreazl.co](mailto:eazl@mreazl.co)

T: +1 (415) 555-6789



## Sample Recommendation

To whom it may concern:

It is my pleasure to recommend \_\_\_\_\_ for the position of \_\_\_\_\_ I began working with \_\_\_\_\_ in [month/year] where he/she [describe relationship]. In his capacity, he/she was responsible for \_\_\_\_\_ Because of their efforts on [projects or highlights] [indicate results]. His/her ability to \_\_\_\_\_ was very impressive, and I'd certainly recommend working with \_\_\_\_\_. He/she would likely be an asset to your organization.

Please feel free to contact me for further information.

Regards,

Mr. Eazl

E: [eazl@mreazl.co](mailto:eazl@mreazl.co)

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