

10/18/2025

Good morning (Name).

I know your schedule is incredibly busy, but I am applying for an internship at the New Jersey Office of Homeland Security and Preparedness Agency and I was hoping you could help with a letter of recommendation.

Would you be willing to write a letter of recommendation on my behalf? I've greatly appreciated your guidance and mentorship at x, and I believe your help would be valuable. The deadline for this is at (date), but I wanted to get a head start.

I am currently a junior at Monmouth University, majoring in Homeland Security. Since March 2025, I have been working at a pool company, gaining hands-on experience in pool maintenance and operation. In addition, I have also worked in the restaurant industry as a busser for 3 years, developing strong customer service and management skills.

Throughout my years at Monmouth University, I have dedicated myself to building a strong foundation in Homeland Security through coursework, projects, and hands-on experiences. I have focused on developing critical skills such as risk assessment, emergency response planning, and threat analysis.

You can send it here or attach it as an email: 1353025@monmouth.edu

The info is: Maxwell B. Hoagland, Junior Student at Monmouth University studying Homeland Security.

I appreciate your time and consideration in supporting my application. Letters from a mentor like you make a tremendous difference.

Thank you for your time.

Sincerely, Maxwell Hoagland.