



## What impression do you get from this email?

## Recommendation Letter





## Good Afternoon Sir,

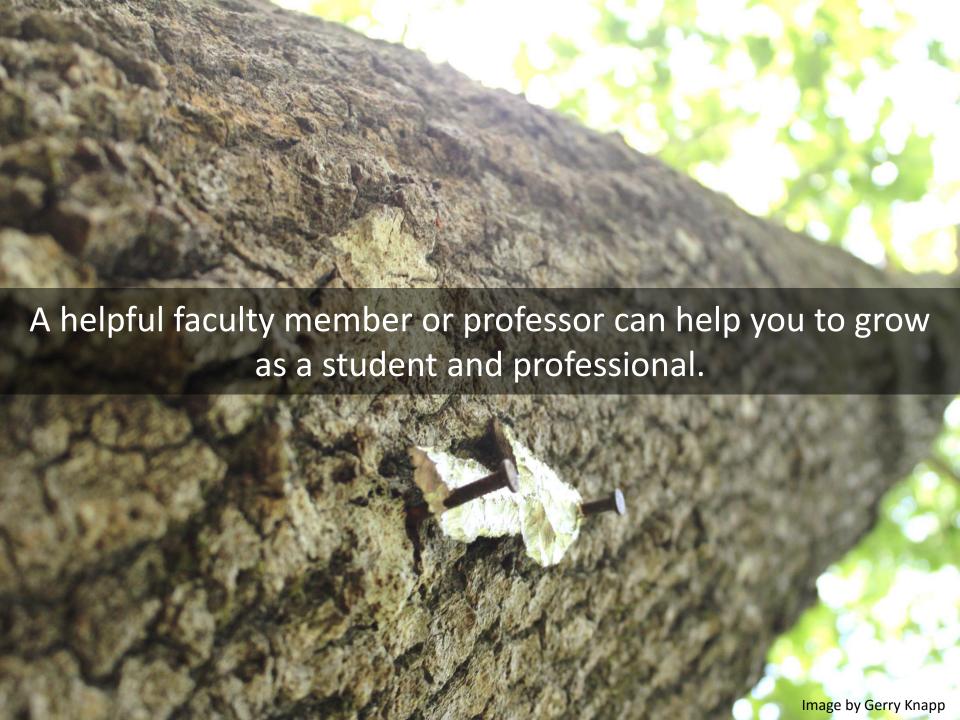
I took IE 3302 with you in the summer and made a B grade. I was in your office three times today but I guess I narrowly missed you. A statistics tutor job I applied for at BRCC requires I provide a recommendation letter from the Instructor I took the class with. I would be having the interview tomorrow by 11:00AM. Please I would need you to recommend me for the job. I can stop by at your office before 10:00 AM tomorrow, hopefully you would be on sit. Thank you.





Respecting other peoples' time is one of the key elements to having effective interactions.







Having a good mentor while in college can have major advantages after graduating.

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Thank you for your time!

Questions?