Letter of Recommendation

1. Write down at least three hard skills or qualities you have that make you employable
2. Write down at least one environment you have experience working in
3. Write down at least two job environments you feel you would be well suited for
4. Create a “hamburger style essay” using the information you wrote down
   1. This must be written about you in the third person, from the perspective of the person you would want to sign the letter
5. Place the “essay” into a separate Letter of Recommendation template in Microsoft Word
6. Write down the names of three people you think would give you a letter of recommendation
7. Create a copy of the letter for each of the three names you wrote down
8. Get at least ONE letter *signed* by one of the names you listed.
9. Put a copy of this signed letter in your DocPac

# Mr. Smith’s Example

This is not a complete letter. Just the basics to give you an idea of what it should look like

### At least three hard skills or qualities

1. Extensive Programming Experience (7+ years professionally)
2. Experience project supervision and management
3. Innovator and creative problem solver

### At least one environment you’ve “worked” in

1. Experience in customer service
2. Experience in technical design

### At least two environments you would excel in

1. Works well in small teams
2. Does not need micro-management or extensive training

### Example Body

*“I am writing to refer Mr. Smith for a position with your company. He has demonstrated problem solving skills with his technical and organizational experience. I feel that this could be a great benefit to those who associate with him professionally.*

*Mr. Smith is an innovator and a creative problem solver. He utilizes his experience with programming and project management to solve problems that arise he at our company. For example, Mr. Smith volunteered to supervise a new project for he company. With his guidance, the members of that project were able to increase their productivity and output by 300%.*

*Mr. Smith would be well suited to an environment in which he has the room to make decisions and does not require micro-management. He is able to find solutions when given the proper tools and trust.*

*Mr. Smith has demonstrated his ability to perform for my company, and I am sure his skillset and qualities will benefit your company.”*