

How to Ask for A Letter of Recommendation

Professor Version

Dear Mr. Tiger:

After taking _____ (COURSE NAME) during _____ (SEMESTER), you have made a substantial contribution to my understanding of _____ (FIELD). Since you have reviewed and are aware of my quality of writing and skills within _____ (FIELD), it would be an honor to have you write a letter of recommendation for me.

I'm searching for a position as a _____ (TITLE), and I believe my proven knowledge of _____ (FIELD) will be critical in meeting the job's criteria. As you noted in your coursework assessments, I have demonstrated my ability to communicate effectively in both written and verbal form, and I have established a reputation for producing professional quality results. I am excited to utilize the skills I have developed during my educational experience to advance the field of _____ (FIELD).

Please accept my sincere appreciation in advance for your support in my employment pursuit. I have attached my resume and college record to assist you in any way. I will contact you soon to confirm that I have added your name to my reference list. Please be sure to contact me if you have any further questions. You can reach me at _____ (E-MAIL) or _____ (PHONE).

Sincerely,

First and Last Name