

Requesting Letters of Recommendation for Jobs

- **Ask first:** Before you prepare your materials ask your potential letter writers if they would be comfortable writing letter of recommendation for you.

- **Be well prepared:**

1. Prepare a typed request in memo form that details the following for each letter:
 - The name and address of the employer. If possible, also provide the name and credentials of the person the letter should be addressed to. (In general, a letter to a specific person will make a better impression than one addressed to "To whom it may concern".)
 - The job position and responsibilities
 - The due date for the letter.
2. If the employer has a recommendation form type the information you need to provide. If you need to sign the form do so in blue ink (not black).
3. Give your recommenders a copy of your resume. In many cases it will be helpful to meet with them to discuss your interests, strengths, and weaknesses.
4. If your letter writer is a faculty member at Messiah College, the faculty member will provide you with a college stationary envelope. If your letter writer is off campus you should provide him/her with both an envelope and the appropriate postage.

-**Allow your recommender adequate time.** Provide your recommenders with the necessary information a minimum of two - three weeks before you need the completed recommendation.