

GET THE JOB

Requesting a Letter of Recommendation

Asking the Right Way and Making It Easy to Say Yes

A strong letter of recommendation can be a powerful asset in your job search, especially for roles that value character, reliability and collaboration. But asking someone to write on your behalf takes care, timing and preparation. The goal is to make it easy for them to say yes — and to write something meaningful.

CHOOSE THE RIGHT PERSON

Start by selecting someone who knows your work well and can speak to your strengths. This might be a current or former manager, a colleague, a professor or a mentor. Ideally, they've seen you handle challenges, grow professionally or contribute to a team.

Avoid choosing someone based only on their title. A senior executive who barely knows you is less effective than a supervisor who worked closely with you and can provide real examples of your performance.

ASK THOUGHTFULLY AND IN ADVANCE

Reach out with a polite, direct request — preferably in person or over email. Let

them know why you're asking, what the letter will be used for and when it's due. Give them plenty of time; two to three weeks is ideal.

For example: "I'm applying for a new position that values project management and teamwork, and I thought of you because of our work together on the X project. Would you be

willing to write a letter of recommendation for me?"

Be prepared for them to say no. Some people may not have time, or they may not feel able to write a strong letter. Thank them either way and move on to another trusted contact.

MAKE IT EASY TO WRITE

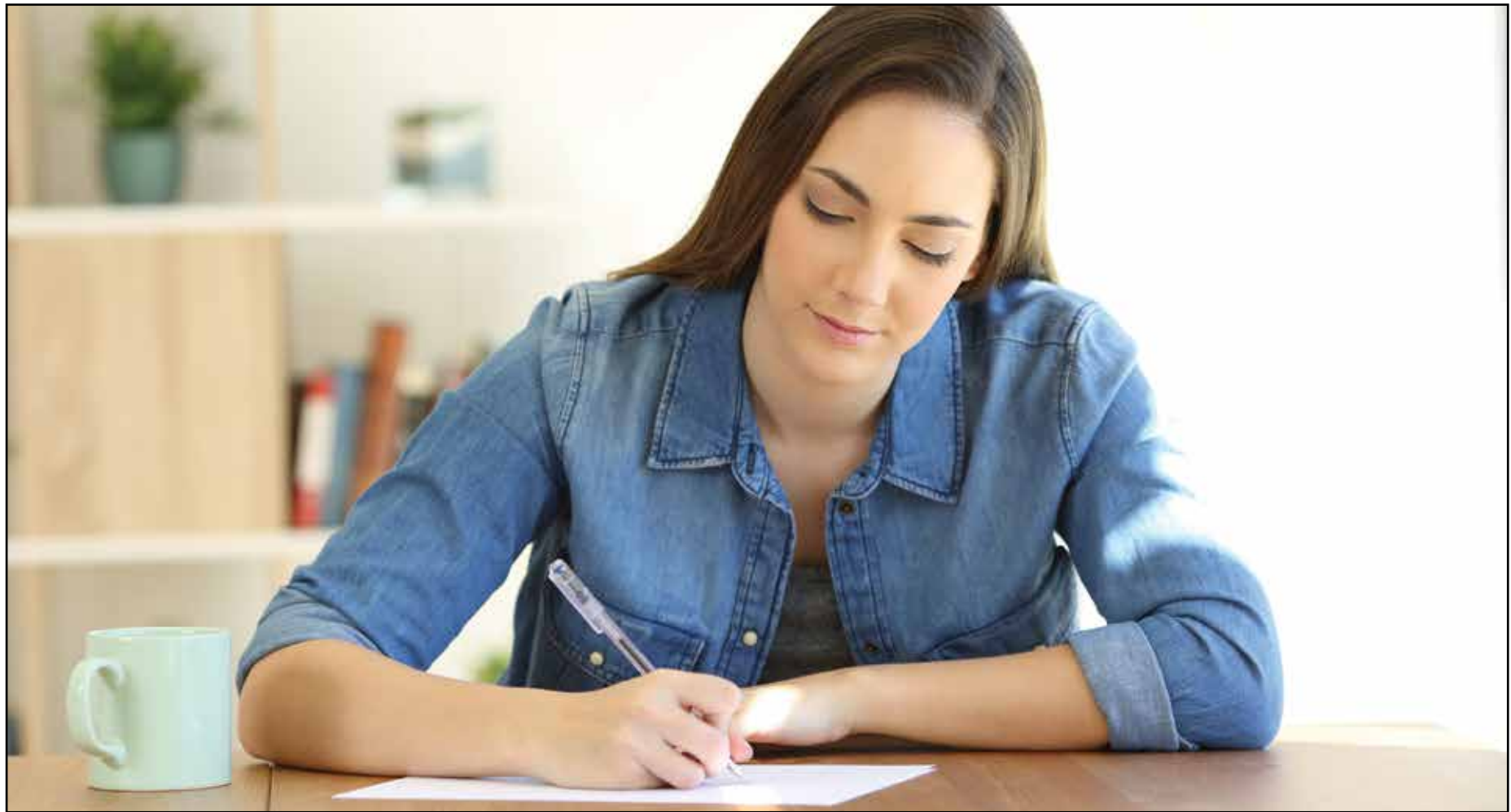
Even someone who's happy

to recommend you will appreciate helpful materials. Send your updated résumé, the job description, and a few bullet points about your achievements or skills they might highlight. Mention specific projects you worked on together or challenges you overcame.

This isn't about writing the

letter for them — it's about giving them a solid foundation so they can speak confidently and accurately on your behalf.

When the letter is complete, follow up with a thank-you. A handwritten note or a thoughtful email shows appreciation and helps maintain the relationship for the future.



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