

Independent Living Program Activity Card

Category: WOR LIFE AND CAREER PLAN

Activity: Get a Letter of Recommendation for a Job

Description: **The objective of this assignment is to:** help you develop your job references. A recommendation letter gives you credibility with a prospective employer.

How do I get credit for this assignment?

- Read through all of the information provided
- Using the sample check, answer the questions about what deductions are taken out and how much they are.
- Email the completed work along with this cover sheet to: Michelle Estrada at mestrada@orangewoodfoundation.org

You may earn \$20.00 ILP dollars for completing this assignment.

Total Dollars Earned:

<p>\$</p> <p>(ILP Use Only)</p>
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Notes:

	<p>Goal:</p> <p>8:2</p>
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Date: _____

Youth Signature	Date of Birth
Print Name (Youth)	Group Home (If Applicable)

<p>Receipt</p> <p>(ILP Use Only)</p>



Get a Letter of Recommendation for a Job

Why is it important to have references/letter of recommendation when applying to a job? A recommendation letter gives you credibility with a prospective employer. Your ability to advocate for yourself is very important, but it is also nice to have others advocating on your behalf. Use the attached form to help you get started with a list of people who would write a recommendation letter for you (please do not include friends or family members). Finally, get one letter of recommendation and turn it in to a Youth Support Specialist along with this activity card.

Personal References List

1. NAME: _____ PHONE: _____

ADDRESS: _____
Street
State
Zip Code

EMAIL: _____

2. NAME: _____ PHONE: _____

ADDRESS: _____
Street
State
Zip Code

EMAIL: _____

3. NAME: _____ PHONE: _____

ADDRESS: _____
Street
State
Zip Code

EMAIL: _____

4. NAME: _____ PHONE: _____

ADDRESS: _____
Street
State
Zip Code

EMAIL: _____



TEMPLATE

SALUTATION: Dear (Name of Employer or University Official): or (TO WHOM IT MAY CONCERN:)

PARAGRAPH 1:

If written to a specific employer or educator:

I am writing this reference at the request of (Student) who is applying for (job title, college program, etc.) with (company, school, etc.)

If written TO WHOM IT MAY CONCERN:

I am writing this reference at the request of (Student). S/he has asked me to provide this general letter that s/he may show to any prospective (employer, school, etc.) who asks her/him for references.

If reference is confidential:

This is a confidential letter and should be shared only with individuals in your organization who are directly involved in the selection decision. This letter should not be shown to (Student) who waived the right to see the letter.

PARAGRAPH 2:

I have known (Student) for (length of time) in my capacity as (your job title) at (your organization). (Student) took (names of courses) from me and earned (grades) in those classes. Based on (Student's) grades, (excellent, good, etc) attendance and class participation, I'd rate (Student's) academic performance in my class as (rating). **OR** (Student) worked for me as (job title). **OR** (Student) belonged to the (organization) for which I advised.

PARAGRAPH 3:

(Student) has a number of strengths to offer (an employer, a college program). *List qualities here supporting each one with examples. Focus on qualities relevant to the opportunity the student is seeking.*

PARAGRAPH 4:

In conclusion, I would (highly) recommend (Student). If her/his performance in (my class, name of position, organization) is any indication of how she/he'd perform in (your position, your college program, etc), (Student) will be a positive addition to your (organization, university, etc). If you have any questions please feel free to contact me at (phone number).

Sincerely,

Your Name

Why is it important to have references? A reference can help employers determine whether you are a good fit for the role they are looking to hire you for, and it can improve your chances of getting that job. It is a great way for your potential employers to get to know you better and get a good insight into your personality and work ethic.