

Letter of recommendation

1- A letter of recommendation: is a letter describing someone's qualities and abilities, written by someone who worked with him/her previously and sent to a possible new employer. It is also called a letter of reference.

2- A recommendation letter format:

Header: you mention the date, the recipient's name and title, the name of the university or the company and their address.

Subject: it should be clear and precise; it indicates the content and the reason for writing the reference letter.

Salutation : a proper salutation should be structured as follows: (**Dear Mr/Mrs/Ms + the surname of the recipient**), but if you are writing a general letter use (**To whom it may concern**).

Introduction: start your introduction with a punch, the first sentence of your recommendation is arguably the most important because it sets the tone for the entire letter. Here are some useful phrases: (**It's my pleasure to recommend...or I couldn't be more pleased to....or it's my pleasure and honor to...**). Explain the purpose of the letter as well as your connection to the person you are recommending. How did you know him/her, and for how long.

Body: your first body paragraph should start by mentioning the position that the applicant held, length of employment, his responsibilities in that position, and two to three of the applicant's specific skills ,talents, or experiences that are relevant to the target job position or college program. It is essential that these points are followed up with detailed and descriptive examples of the applicant's accomplishments that prove aforementioned abilities. The next paragraph should focus on two to three of the applicant's positive personality traits and characteristics particularly those that would be beneficial for their target school or company.

Signature: use a complimentary close (**Regards, Sincerely, best Wishes...**) then end your recommendation letter with your signature, handwritten, followed by your typed name, your position and the name of your university or company. If it is an email, simply include the previous details without your signature.

3- Example:

August 20, 2019

To,

Ronald Moss,

School Trustee,

James higher secondary school,

23 Lake Drive lane

Sussex County, United kingdom

Subject: Recommendation for higher studies

Dear Sir,

The purpose of this letter is to recommend a student for getting higher studies from your educational institution. The name of the student is Luke Kenny and he has finished his eighth standard from our school. He is a very disciplined and obedient student and very helpful to others. He always scores good marks in the exam and has an interest in sport too. The reason behind such recommendation letter is as his father moved to Sussex, he needs to join a new school to continue his study.

I hope you consider my recommendation letter.

Thanking you,

Noel Lee,

Principal, Flower school.

Activity: write a recommendation letter using your own words.