

## Recommendation letter

- **What is a recommendation letter :** a letter of recommendation is a formal document that addresses your suitability and qualifications for a particular position.
- **These documents can be used :**
  - ✓ To pursue a new job,
  - ✓ To apply to attend a university
  - ✓ To earn a scholarship or seeking a leadership position for a group or organization.
  - ✓
- **Who should you ask to write this kind of letter ?**

This kind of letter should be written by someone who can verify and thoughtfully discuss your skills, abilities and experience, such as : former managers, supervisors or mentors because they have already established working relationships with you and can witness and attest to your strengths as a student or an employee.
- **To whom you should submit this recommendation letter ?**
  - ✓ To a hiring manager.
  - ✓ Admissions officer.
  - ✓ Any relevant party who requested it.
- **In which case you are asked to submit a recommendation letter ?**
  - ✓ Jobs that require a high level of trust and skill or are competitive.
- **What are the elements of a recommendation letter :**

Your recommendation letter should include five items :

  1. **A brief introduction :** stating who you are, your relationship with the applicant and your personal experience or expertise.
  2. **An overview** of the applicant's strengths as you've experienced them and as they relate to what the hiring managers seek.
  3. **A personal story that elaborates** on one or two traits the applicant possesses.

**4. A closing statement** that summarizes why the individual you're recommending would be a good fit for the opportunity.

**5. A signature** that includes your name and contact information.

- **Letter of recommendation writing tips :**

- Keep it positive : your letter should confirm that you believe this job will be done perfectly by this person.
- Your tone should remain formal and polite.
- Aim for at least one page but no more than two.
- Focus on the most important qualification : discuss two or three of the candidate's most relevant achievements in the job description for the highest impact and provide specific examples to illustrate their suitability for the role.
- Follow the request instructions i.e you should understand clearly the candidate's needs.

- **Recommendation letter sample :**

Recommendation letter
<b>Brief introduction</b>
An overview
<b>A personal story ( related to the applicant and the position)</b>
<b>A closing statement (why the candidate fit for the job)</b>
<b>A signature</b>

- ❖ NOTE : there is a difference between a recommendation letter and a letter of interest.
  - Unlike recommendation letter, letter of interest can help you access job opportunities before they're publicly advertised.
  - You can write it and submit it at any time.
  - it should be written by the candidate himself.

- The candidate should say why he is interested in the job.

• **Exercise : write a recommendation letter.**