

MISSES:LAHIANI T

Level: L3/ GRP:03

## Lesson: Recommendation letter

A letter of recommendation or recommendation letter, also known as a letter of reference, reference letter, or simply reference, is a document in which the writer assesses the qualities, characteristics, and capabilities of the person being recommended in terms of that individual's ability to perform a particular task or function. Letters of recommendation are typically related to employment (such a letter may also be called an employment reference or job reference), admission to institutions of higher education, or scholarship eligibility. They are usually written by someone who worked with or taught the person, such as a supervisor, colleague, or teacher.

### How To Write a Recommendation Letter

A letter of recommendation is a document that attests to your strengths and explains why you should be given a certain job, role, position, or some sort of award. Its usually written by a former supervisor, professor, or mentor because they have had first-hand experience with your work (or academic) ethic. The steps to writing a letter of recommendation are:

- **Introduce yourself.**
- **Explain what makes the candidate a good fit for the position.**
- **Include examples and anecdotes that highlight their strengths.**



- Write a closing statement.
- Ensure credibility by correcting spelling and grammar mistakes.

