

Reference/Letter of Recommendation Requests

When possible, it's best to make a request in person. However, if that is not an option then you can send an email to request a reference or letter of recommendation. When sending an email, ensure that your message is well formulated and provides sufficient information so the person completely understands the request as well as what is expected from them. Offer to meet in person or over the phone if the person would like additional information regarding the request.

Below you will find a general suggestion for how you could format an email to your references:

Salutation and their name

[Hello Name,]

Start your email with a general greeting and try to personalize the statement

[I hope you are well and...]

Start off by letting them know why you are reaching out

[I am writing to you because...]

What has motivated you to apply for this position or why do you think you would be a good fit

[This is what excites me about this opportunity...]

Include helpful information that will allow the reference to speak towards your qualifications

[Attached you will find an updated copy of my resume and the position description...]

Set expectations for the person

[You will receive an email request to complete a form...]

Close with thank you

[Thank you in advance...Let me know if you have questions...]

Include a closing remark and sign/type your name

[Kind regards,]

[Your Name]

If you have questions or would like additional support, you can schedule an appointment with a PLU career advisor through the Opportunities Board.

