



Email Samples: Asking for a Recommendation or a Reference

Part of the career process involves asking current and past employers for either a letter of recommendation or to serve as a reference. Some students like to have letters of recommendation on hand when applying for jobs, although many hiring managers will actually ask job candidates for a list of references during the interview process. You can expect that your references would be called before an employer makes you an offer, so it is nice to let your references know whenever employers alert you that they plan to call your references.*

****Note that the first example below is the same type of message you might use when asking a LinkedIn connection for a recommendation—a practice we strongly endorse!***

Student Reaching Out to Current Employer to Ask for a Recommendation

Steps

Greeting

Subject: Requesting a Recommendation

Dear Dana,

Why are you contacting them?

Thank you for your leadership over the past couple of years! I've learned a lot serving customers at The Wild Duck. As you know, I will be graduating from the UO soon and I am starting to look for jobs back in my hometown. It would mean a lot to me to have a letter of recommendation from you to share with potential employers. Would you be willing to provide me with a letter?

Your Request

Outline Key Points

Here are some of the strengths I am hoping to highlight:

- Customer Service: Exceeding customer expectations in a fast-paced environment.
- Leadership: Serving as shift leader and training new hires on company standards.
- Teamwork: Working as part of a tightly-knit team to deliver a consistent, enjoyable experience for customers.

Show Appreciation

Thank you for considering this request!

Sign Off

Best,
Kevin Duck
UO Business Administration, '21
kevin.duck@gmail.com | (541) 555-5555
linkedin.com/in/myprofile



Current Student Reaching Out to Supervisor to Ask for a Reference

Steps

Greeting

Subject: Checking in with a request

Hi Corina,

Why are you contacting them?

I wanted to keep you updated on my career plans. It's hard to believe that I am getting close to graduation! As I begin my job search in marketing, it would mean a lot to me if you would be willing to serve as a reference for me. My time at Willamalane gave me a lot of experience in social media and working with a team, so I am hoping you would feel comfortable speaking on my behalf as a reference highlighting those skills. What do you think?

Your Request

Show Appreciation

Thank you for considering this request!

Sign Off

Sincerely,
Orlando Duck
UO Business Administration '21
orlando.duck@uoregon.edu | (541) 555-5555
linkedin.com/in/myprofile



Typically, graduate school applications require letters of recommendation, often from a professor. In this case, students would ask a professor to highlight certain strengths that are valued by the graduate programs they are pursuing.

Current Student Reaching Out to Professor to Ask for a Recommendation for Grad School

Steps

Subject: Seeking a Recommendation for Grad School Application

Greeting

Dear Professor Leung,

Why are you contacting them?

Thank you for discussing the material for your course during office hours! As you know, it is important to me to do well in my classes and I am so grateful to have had the opportunity to learn more about supply chain management through your course.

Your Request

As we discussed, I am planning to apply for graduate programs. Would you be willing to provide me with a letter of recommendation? The admissions committees at the various schools ask for a faculty recommendation for incoming candidates.

Outline Key Points

The main areas I am trying to highlight are:

- Leadership: I led two group projects in your course, bringing together a diverse team to provide all of the skills necessary to complete the project on time.
- Analysis: I developed a higher level of skills in Excel so that I could break down the applicable data and get a clear picture of areas for improvement in efficiency.
- Procurement: Through the case studies assigned in your course, I was able to research and build my knowledge of the procurement process.

Show Appreciation

I've attached a resume for your convenience. Please let me know if you would be willing to provide such a letter. Thank you for considering this request.

Sign Off

Sincerely,
Janelle Duck
UO Business Administration '21
janelle.duck@uoregon.edu | (541) 555-5555
linkedin.com/in/myprofile