

Guide to providing a Reference Letter

The preferred method for providing a reference for an employee is as a contactable referee, that is, by listing the referee's name and contact details in the candidate's resume. This enables a potential employer to validate a candidate's skills and abilities against the role they have applied for. If however, a reference letter is requested this guide may be helpful in preparing a reference letter.

Salutation

If you are writing a personal letter of reference, include a salutation (Dear Mr. January, Dear Ms. February, etc.). If you are writing a general letter, say "To Whom it May Concern" or simply don't include a salutation.

Paragraph 1

The first paragraph of the reference letter template explains your connection to the person you are recommending, including how you know them, and why you are qualified to write a reference letter to recommend employment.

Paragraph 2

The second paragraph of the reference letter template contains specific information on the person you are writing about, including why they are qualified, what they can contribute, and why you are providing a reference letter. If necessary, use more than one paragraph to provide details.

Summary

This section of the reference letter template contains a brief summary of why you are recommending the person. State that you "highly recommend" the person or you "recommend without reservation" or something similar.

Conclusion

The concluding paragraph of the reference letter template contains an offer to provide more information. Include a phone number within the paragraph or in your signature.

Letter Of Recommendation Guide

SJ Ball



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