



HOW TO WRITE A REFERENCE LETTER

Reference Letter Planning Materials

Ensure that your reference letter achieves its goal by taking the time to plan out its contents. Be sure that your letter includes everything its intended audience has requested and everything it is important for you to communicate.

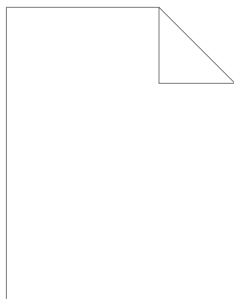
Included:

- 4 Reference Letter Planning Worksheet**
- 5 Reference Letter Checklist**

INTERNATIONAL  PAPER

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Write an Effective Reference Letter

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Writing a Reference Letter

We've put together some useful thoughts in a blog post on [hammermill.com](https://www.hammermill.com) to walk you through the essential elements of writing a good Reference Letter. Once you've read through the blog post, take a moment to complete this useful Reference Letter Planning Worksheet to plan out your letter contents.

After writing an initial draft of the Reference Letter, print out a copy and review our [Reference Letter Checklist](#) to make sure you have included everything important.

Planning Worksheet

Who are you and what is your position/title?

How do you know the subject of the Reference Letter? (Including how long)

Is there any particular information the school or employer wants you to include?

What is the position the subject is applying for? [Include summary job description]

What are the main supporting points that demonstrate the subject's aptitude for the position? Think of specific examples for each point.

1.

2.

3.

4.

What other important information must be included in the letter?

QUESTIONS