

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

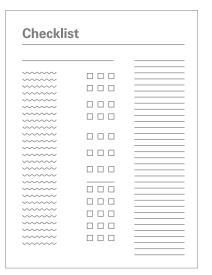


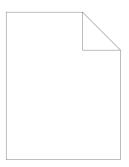
HOW TO WRITE A REFERENCE LETTER

Write an Effective Reference Letter

Writing an effective Reference Letter is an important skill to master. Our Worksheet and Checklist will help you include all of the information you need in your letter.

·····	
·····	
~~~~	~~~
·····	
0000	





#### **What You Will Need**

Hammermill® Premium Color Copy, 28lb



### **Writing a Reference Letter**

We've put together some useful thoughts in a blog post on 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.

#### REFERENCE LETTER



## **Planning Worksheet**

Who are you and what is your position/title?		
How do you know the subject of the Reference Letter? (Including how long	g)	
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 supporthat demonstrate the subthe position? Think of spefor each point.	ect's aptitude for	What other important information must be included in the letter?
1.	2.	
3.	4.	

### INTERNATIONAL PAPER HAMMERMILL.

Paper for **Life**.°

## **Checklist**

	QUESTIONS		NOTES
1.	Does your letter follow the submission guidelines, if any?	YES NO N/A	
2.	Does your letter provide all information the school or employer wants you to include?	YES NO N/A	
3.	Have you explained who you are and how you know the applicant?	YES NO N/A	
4.	Does your letter connect the applicant's abilities to the specifics of the job description or position for which the subject is applying?	YES NO N/A	
5.	Does your letter include supporting examples that make your recommendation credible?	YES NO N/A	
6.	Does the applicant have important and relevant skills or abilities that have not been covered by the letter?	YES NO N/A	
7.	In re-reading the draft, would you hire the applicant for the position?	YES NO N/A	
8.	If not, why not?		
9.	Can your draft be revised to make it more compelling?	YES NO N/A	
10.	If you were the applicant, would you be satisfied with this letter?	YES NO N/A	
11.	Is your letter too short or too long?	YES NO N/A	
12.	Have you provided your contact information?	YES NO N/A	
13.	Have you reviewed your draft for spelling or grammatical errors?	YES NO N/A	