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You may have been asked to write a letter recommending a candidate for a specific job or study area. Before you start writing the first things that come to mind, consider the following aspects of how to write a letter of recommendation. The information provided can be extremely valuable to a hiring manager or admissions officer to determine an individual's suitability. Your words could be the key to someone's success. Before agreeing to prepare a letter of recommendation, consider whether you are qualified to judge the candidate's skills appropriately. How well you know the person and what they are capable of is important. If you can't create a positive and flattering letter, it's acceptable to lower the request. Knowing the person well and understanding their results is fundamental. domin_domin /Getty ImagesAsk the person requesting the letter to provide as much information as possible about what they are applying for. For example, if the letter recommends them for a specific process, ask for the job description. This will help you determine what skills the employer is looking for. You can then offer examples of how this person meets work requirements. Many academic institutions or colleges have guidelines on their website of what they are specifically looking for. This is a good starting point for writing your ideas. KLH49 / Getty Images Start the letter by introducing yourself and let the reader know what your relationship with the candidate is. If you were their supervisory manager, indicate both your job title and theirs. Be sure to include the period of time you worked together. If you are providing an academic reference, include information about your location in relation to the student. For example, if you were a teacher, it indicates the class or grade in which you taught the student and what the name of the school was. The information in this section will help the reader to verify the information that is likely to be present on the candidate's work or school application. lutavia / Getty Images The body of the letter of recommendation is probably the longest part with the most details. It can be one or more paragraphs, but it tries to keep the information concise and direct. Consider including the following elements: work or academic performanceQualificationsQualificationsCapacity to manage workload or timelinesApplicationable Work features marchmeena29 / Getty Images Once you complete a detailed summary of what you perceive as the candidate's best features, you need a recommendation paragraph This is often just a paragraph and will include a statement about how or why you believe this person is a qualified individual. You can indicate that you would be happy to work with them again or that they were a memorable or exemplary student in the class. PeopleImages / Getty Getty The conclusion section of any letter is generally short. The purpose of this paragraph is to provide general information on the letter. Indicate that you are willing to answer further questions or clarify the details in the letter in a phone call or email. This shows that you are open to communication and are willing to confirm your enthusiasm for the candidate. barisonal/Getty Images There are many ways you can write a letter of recommendation. Here are some useful tips to consider: include the current dateProvate only one typed letter. A handwritten document is often difficult to read. Be concise. Where possible, keep the letter to a length page unless otherwise directed. Draw on the timing you're given. If you haven't been given one, ask the candidate. Offer your contact information, including a phone number or email address. RapidEye/Getty Images The purpose of a letter of recommendation is to provide an honest and positive review of an individual's performance. There are a number of articles that you should avoid when preparing a letter: personal information, such as age or race. Examples of weaknesses or criticisms. Exaggeration of details. Grammatical errors and typos. Svetlana-Cherruty / Getty Images Unless otherwise noted, the letters generally follow an agreed layout and format. This helps the reader quickly scan a letter to find information. Be sure to include the following sections in the order listed: Name, title, and address in the upper-left corner. Today's appointment. The name, title, and address of the person or organization to which you are sending the letter. Greeting. For example, Dear Madam Teacher. If you don't know the person's name, write to whom it may relate. As for the line. It usually begins with King: and is followed by a few short words about the purpose of the letter. Body Paragraphs.Closing the greeting. For example, Regards.La your signature, with your name, typed below. Andranik Hakobyan/Getty Images At first, being invited to write a letter of recommendation may seem like a tedious task. You're right, it could be. But also consider that the person who asked you obviously appreciates your opinion and contribution. They probably see you as someone reliable enough to trust their goals. So take a moment to enjoy your results too. PeopleImages/Getty Images Sometimes, looking for a job can seem with so many boring tasks that if they were music, it would form the Viennese waltz. And then, all you need is an interview to change the weather. Example: An interviewer asking former colleagues for letters of recommendation. Of course, the feet have started to spontaneously touch in advance because 1) you have the feeling that the work is closer to being yours 2) your mind is running with possibilities on who to ask to provide the letters. As much as you want to show off your best moves, you don't want to be tripped excessive confidence, either. It's smart to slow down time and map a plan in four steps, including some tips to pass on to your former colleagues to make it easier for them to meet your peak demand. Like many professionals, you probably have a mental list of go-to people who would gladly come forward to provide a phone or email reference for you. And chances are you can turn to the same people to provide a letter of recommendation from your colleague. But if the work on your horizon is worth a quantity of your time and energy, pause long enough to consider that a letter is a completely different medium, requiring mental clarity and technical skill. As much as you may like and respect one of the colleagues on your access list, if you have doubts about his ability to present his thoughts clearly, accurately and persuasively, perhaps it is worth considering someone else. This is partly why Indeed recommends drawing up a list of between five and 10 people. This way, if a potential employer has asked you for three letters of recommendation from your colleague, you can choose the best candidates from your shortlist. There's another advantage to writing a list, not just imagining it: writing a list might push you to think about your favorite work friends or drinking friends to people who have worked alongside you professionally, FlexJobs says. These are the people you want to approach to write a letter of recommendation from your colleague, those who can speak with clarity and specificity about your skills, skills and work habits. These are the people who can help you find your job. From now on, everything to do with obtaining a letter of recommendation should revolve around courtesy and manners. So if you're ever in doubt about how to proceed or are tempted to skip a step because you're so good friends with a former colleague, err on the side of caution and put the label first. It could mean the difference between a letter of recommendation that's worth framing and wanting to have chosen the next person on your list instead. For now, and because you want the process to proceed smoothly, you should call each of your former colleagues. Call it fattening the wheels or covering your bets. But you should achieve three primary goals during these calls: Ask your former colleagues if they have time to write a letter of recommendation by the deadline required by your potential employer. If they don't, you should still have time to find a replacement. Provide an overview of the location you're looking for and the points you'd like the letter to turned. Notify them that you will send an email that will contain all the information they need, including tips for writing a letter of recommendation, as soon as possible. Only you must know of a fourth reason: your desire to gather any sign of reluctance in their voice - an intuition that you wouldn't be able to get via email. This type of warranty may not be necessary with someone you still communicate with regularly. Someone who knows you well might even poke a little fun for your formality. But don't let his laughter throw you out of balance; laugh along with him. Better laugh at your own expense than risk asking someone whose opinion about you - or life in general - might be cooled by the last time you worked together. At this point, you still have an escape hatch. In other words, if you find hesitation or lack of interest for a former colleague, you still have time to step back gracefully. You may want to point out that this job opportunity is important to you and that you are trying to choose your references with the utmost care. Therefore, you are still brooding over your options. After carefully evaluating the options, it's time to send a confirmation via email. Zippia recommends taking a friendly but pointed approach to such a letter. Consider this example: thank you for agreeing to write a letter of recommendation to the ABC Company on my behalf. Of all the people I've worked with at XYZ Company, I'm sure you're among the most able to deal with my skills, skills and work ethic. Like I said, I'm applying for ABC Company's (marketing director), a role that I think complements my one-T skill set. In fact, I hope i can discuss my aptitude for project management, my extensive experience in media relations and my ability to conceive creative but economic promotions. If you want to mention my enthusiasm for marketing, that would reinforce a quality I've been told is crucial for the vice president of marketing. I realize that you need to be busy, so I've included some information that should make this task easier for you. Attached to this email, please find: A job description for the marketing location manager. My current resume. Contact information for abc company's VP of Marketing. An indeed article: How to write a letter of recommendation for a colleague. This article includes two sample recommendation letters. The deadline for the submission of the letter of recommendation is Friday 29 January. If, after all, you are unable to meet this deadline, let me know as soon as possible. Otherwise, let me know if you have any questions about this request and please forward a copy of the letter to me so you can follow up on ABC Company. Thank you again for your time and efforts on my behalf! After receiving copy of the recommendation letter, turn right and send a thank you email to your former colleague. It is a simple but important common courtesy that will help you keep yourself in the graces of your former colleague. This is especially important if you will need him to write another letter for for in the future. When you find out you've gotten the job, you might want to do more than send an email; you might want to take your former colleague out to dinner to clap your glasses and party. Obviously, you two do enough of the team together. Team.