

How to Ask for A Letter of Recommendation

Supervisor Version

Dear Mr. Tiger:

During my internship (SPECIFY INTERNSHIP POSITION OR OFFICE) last semester, you made a substantial contribution to my knowledge of _____(FIELD), as a supervisor. I would appreciate if you would be willing to write me a letter of recommendation. You have been a key evaluator of the quality of my work and my understanding of _____(FIELD).

I'm searching for a position as a _____(TITLE), and I believe my proven knowledge of (FIELD) will be critical in meeting the job's criteria. Throughout my internship, I demonstrated my ability to communicate effectively in both written and verbal form, and I established a reputation for producing professional quality results. I am excited to utilize the skills I have developed during my internship experience in _____(LIST JOB OPPORTUNITY).

Please accept my sincere appreciation in advance for your support in my employment pursuit. I have attached my resume and college record to assist you in any way. I will contact you soon to confirm that I have added your name to my reference list. Please be sure to contact me if you have any further questions. You can reach me at _____(E-MAIL) or _____(PHONE).

Sincerely,

First and Last Name