

Recommendations + References

Overview

A **recommendation letter** is written by a professional giving a positive, supportive, and honest recommendation for a job/internship, scholarship/fellowship, or graduate school. They describe a candidate's qualifications, skills, education, and experience that make them a good fit for a role/program.

A **reference page** is a list of 3-5 professionals (references) who can vouch for your character, skills and work style, which employers may ask you to submit during the hiring process. Hiring managers will likely contact your references to ask about your history, qualifications, and character.

Requesting Recommendation Letters and/or References

- Review the role/program you are seeking to **identify the requirements**.
- Make a list of professionals (**professors, supervisors, mentors**) who are familiar with your academics, competencies, experiences, and career goals.
- Carefully choose **supportive** and **enthusiastic recommenders** who can vouch for your qualifications and readiness to succeed in the role/program. Consider these questions:
 - Who has knowledge of my competencies, skills, and qualifications?
 - Who can provide a positive, supportive, and honest recommendation?
 - Who can provide examples of my professional qualities, experiences, and employability?
 - Who has knowledge of my academic and career goals?
- Contact potential recommenders/references to **explain your need** (see samples below).
- Politely and directly **ask** if they feel comfortable writing a positive, supportive, and honest recommendation letter and/or being listed as a reference. Allow them to comfortably respond (even with "no"), not pressuring them to accept!
- To help your recommenders/references produce credible, informative, and outstanding letters/commendations, **share pertinent documents**:
 - Job/internship description, fellowship/scholarship, or grad program information.
 - Application materials: resume/CV, cover letter, statement of purpose/personal statement, courses taken, GPA, transcripts, etc.
 - Information about when and how to submit their recommendation letter.
- Learn about the [Family Educational Rights and Privacy Act \(FERPA\)](#) to make an informed decision about waiving or not waiving your right to inspect recommendation letters.
- Upon receiving a letter of recommendation/reference, send a **thank you note**.

Additional Resources

- Indeed | [Sample Reference Page for Employment](#) + [What are References for a Job Application?](#)

Recommendations + References

RECOMMENDATION REQUEST SAMPLE | GRAD SCHOOL

LETTERHEAD

Same as resume/cv heading

Mary Smith

(559) 123-4567 | mssmith@gmail.com | [linkedin.com/in/marysmith](https://www.linkedin.com/in/marysmith) | Fresno, CA

RECIPIENT'S INFO

name, title or department,
company & address

September 5, 20XX

Maria Lopez, PhD
Department of Kinesiology
Fresno Pacific University
1717 S. Chestnut Ave.
Fresno, CA 93702

SALUTATIONS

Mr./Ms./Mrs./Dr.
or Professor

Dear Dr. Lopez:

FIRST PARAGRAPH

Indicate if you waive your
right to inspect the letter.
State the degree type,
program & grad schools
you are applying to.
Include the deadline.

Thank you for agreeing to write a letter of recommendation on my behalf. I hereby [waive **OR** do not waive] my right to inspect the letter of recommendation written for me and sent to the designated schools of my choice. I am applying to the [doctorate, masters, doctoral, credentialing] program in Physical Therapy [specialized program name] at California State University, Fresno, and University of Saint Augustine [list grad schools]. My earliest deadline is October 20, 20XX [enter deadline].

Here are the courses I have taken from you.

Fall 20XX	Physiology of Exercise
Spring 20XX	Fundamentals of Motor Behavior
Fall 20XX	Internship in Kinesiology
Spring 20XX	Undergraduate-Senior Research

BODY

Indicate the semesters &
courses completed with
your recommender. As
applicable, add research
& lab assistance roles.

It would also be helpful if you could allude to my performance in the following:

2020-20XX	Kinesiology Research Assistant
Spring 20XX	Lab Assistant

FINAL PARAGRAPH

State enclosures, share
next steps, thank them
& give contact info.

Finally, I have attached my curriculum vitae, statement of purpose and information about the doctoral Physical Therapy program [list enclosed documents] that I am applying to that might be useful. Looking forward to hearing from you soon. Feel free to contact me at [phone #] or [email] if you have any questions or need additional information. Thank you for your ongoing support with my graduate school application process.

VALEDICTIONS

Include a handwritten
signature

Sincerely,

[Handwritten Signature]

Mary Smith

Recommendations + References

RECOMMENDATION REQUEST SAMPLE | EMPLOYMENT

LETTERHEAD

Mariah Spencer
Kerman, CA | (559) 000-0000
Mariah-Spencer@gmail.com
[linkedin.com/in/MariahSpencer](https://www.linkedin.com/in/MariahSpencer)

September 1, 20XX

RECIPIENT'S INFO

John Kunz, PhD
ABC Physical Therapy Clinic
1111 S Chestnut Ave
Fresno, CA 93702

SALUTATIONS

Dear Dr. Kunz:

FIRST PARAGRAPH

Thank you for agreeing to write a letter of recommendation on my behalf. I am seeking employment as a Physical Therapist Assistant [position title] with Valley Children's Hospital Pediatric Therapy Center in Madera [company name, city & location]. My earliest deadline is October 20, 20XX [enter deadline].

BODY

A positive reference from you would enhance my prospects of achieving my career goals. If you can attest to the skills I attained during my undergraduate pre-physical therapy practicum under your supervision at ABC Physical Therapy Clinic, that would be greatly appreciated.

Here are some areas I assisted with under your supervision:

- Evaluation and review of comprehensive treatment plans
- Assisted with treatment exercise warm-ups
- Prepared physical therapy modalities

It would also be helpful if you could allude to my performance in the following ethical procedures:

- Patient confidentiality
- Physical Therapist Code of Ethics

FINAL PARAGRAPH

Finally, I have attached my resume, cover letter, and job description [list enclosed documents] that may be useful. I am looking forward to hearing from you soon. Feel free to contact me at [phone #] or [email] if you have any questions or need additional information. Thank you for your ongoing support!

VALEDICTIONS

Sincerely,
Mariah Spencer
Mariah Spencer

Recommendations + References

REFERENCES PAGE SAMPLE

LETTERHEAD

Same as resume/cv heading

Now that you've contacted your references who've agreed to give a supportive endorsement, create your references page with 3+ contacts.

Indicate when/how you interacted (e.g., Current Manager, Former Colleague). [See an extended format example.](#)

List current job title & employer (which may have changed since your interaction).

Leading a team or going into sales? Consider a reference from a direct report or customer.

Reach out to your references 1-2 times annually to stay in touch.

SUNNY SUNBIRD

(559) 777-0000 | sunnysunbird@gmail.com
[linkedin.com/in/sunny-sunbird](https://www.linkedin.com/in/sunny-sunbird) | Reedley, CA

REFERENCES

Name of Reference

Relationship

Current Job Title

Current Employer

(559) 000-0000

currentemail@email.com

Trisha Knolls

Former Supervisor, Mentor

Executive Assistant to the President

College of the Pines

(559) 922-4400

tknolls@cotp.edu

Timothy Edges

Former Colleague

Assistant Director of Career Education

University of Northern California

(559) 299-7755

timothyedges@gmail.com

Jennifer Kapzow

Former Professor

Associate Professor

Southern Starfront University

(559) 677-3333

jenniferkapzow@starfront.edu