

# HOW TO ASK FOR A REFERENCE LETTER

STEP  
**1**

Choose a teacher, employer, or adult (not a family member) that can speak to your personality, characteristics, and work habits.

**I will be asking:** \_\_\_\_\_

**How I know them:** \_\_\_\_\_

You should give your reference **a minimum of 2 weeks** notice to draft a letter

**Tell them you would like to have it done by** \_\_\_\_\_

STEP  
**2**

Give your reference some updated information about you that they can include in their letter. This should include your resume, your cover letter, and/or a copy of your personal profile.

STEP  
**3**

Give them the following criteria:

This letter of reference should be a combination of a personal and work-ethic reference. It should be approximately 2-3 paragraphs in length and contain the following information:

- How long you have known the student and in what capacity
- A little about the students personality & characteristics
- What would make this student a good candidate for a job
- Your name, position, and contact information
- Please sign the final copy.

STEP  
**4**

When you pick up your letter, thank them very much.

Reference letters may take up to several hours to complete. Show genuine appreciation that they were willing to do so for you.