

[Street Address]
[City, ST ZIP Code]
[Date]

[Recipient Name]
[Title]
[School Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I have applied for an entry-level position as a [job title] at [Company Name] and am in need of a recommendation. I would be honored if you would write one for me. Your course, [Class Title], was one of my favorite classes in college.

I have enclosed copies of my resume and transcripts for your review. You will see that I am graduating with a [grade point average] GPA, and that I have been inducted into a number of honor societies that reward excellence in the areas of [description of areas of excellence]. Along with these honors, I also have experience in [areas of experience] from my summer internship at [Company Name].

If you feel that you are familiar enough with my education and skills to write a recommendation for me, please contact me by phone at [phone number] or by email at [email address]. I will send you a stamped, self-addressed envelope in which to send your recommendation.

Whatever your decision, please accept my sincere thanks for your time and consideration of my request.

Sincerely,

Enclosure