Kara Jones

123 Main Street, Anytown, CA 12345 · 555-555-5555 · kara.jones@email.com

March 19, 2021

Willow Lee

Professor

Acme University

123 Business Rd.

Business City, NY 54321

Dear Professor Lee,

I have greatly enjoyed and benefited from the four classes that I took with you over the past three years. I was hoping that you might know me well enough and have a high enough regard for my abilities to write a general recommendation for my credentials file.

As you can see from the attached cover letter, I am targeting positions in the publishing industry which will draw upon my writing and editing skills, as well as my organizational ability.

I have included a summary sheet to refresh your memory about some of my key papers including my senior thesis. I have also attached my resume which will bring you up to date about some of my accomplishments outside the classroom.

Please let me know if you are comfortable endorsing my candidacy for jobs in the publishing industry. I would be happy to answer any questions and provide further information which will help you to write your recommendation. Can we meet during your office hours to discuss this further?

Thanks so much for all you have done for me and for taking the time to review this request.

Sincerely,

*Kara Jones* (signature hard copy)

Kara Jones

Jessica Angel

123 Main Street, Anytown, CA 12345 · 555-555-5555 · jessica.angel@email.com

April 2, 2020

Debra Jones

Acme University

123 Business Rd.

Business City, NY 54321

Dear Ms. Jones,

I am writing to you to request that you provide a reference for me as I begin my job search. As you know, I will be completing my graduate studies this spring, and have found several exciting opportunities that I am exploring.

As my undergraduate thesis advisor and mentor, I believe that a reference from you would provide a potential employer with information to recommend me as a school counselor.

If you need any additional information, please contact me via email or phone.

Thank you very much for your consideration and support.

Sincerely,

Jessica Angel