

## Guidelines for Letters of recommendation

### **Company Letterhead:**

All letters should be written on company letterhead for verification purposes.

### **Signature or Company Stamp:**

All letters must be signed or have an official company stamp.

### **Contact Information:**

All contact information must be included (supervisor's full name, company's address, and phone number).

### **Department:**

The letter must state which department the candidate worked in, and this must relate to the chosen field of training.

### **Roles & Responsibilities:**

The letter must clearly state the roles and responsibilities of the candidate, and this must also relate to the chosen field of training.

**Letter(s) must show managerial tasks and that you had supervisory experience in the field of training.**

### **Dates of Employment:**

The letter must clearly state the dates of employment, and this must add up to at least 1 year for Recent Graduate or 5 years for Young Professional

See below a sample of a Letter of recommendation.

COMPANY LETTERHEAD

*Company Name*  
*Street Address*  
*City + Zip code*

*Date (mm/dd/yyyy)*

Subject: Letter of recommendation for *Mr. Trainee*

To whom it may concern,

This letter is to confirm that Mr. Trainee worked for my company from *mm/dd/yyyy* to *mm/dd/yyyy* as a (*position*).

*Mr. Trainee* was always really punctual, reliable and trustworthy. He had excellent relationships with the others employees, as well as the suppliers and most importantly the customers. I always found him honest, hard worker and very enthusiastic.

During his employment, *Mr. Trainee's* responsibilities were:

- *Please list at least 4 **management** related tasks*
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*Mr. Trainee* was a great asset to our company and we wish him all the best for his career.

If you require further information or have any questions, please feel free to contact me.

*Signature of Supervisor*

*Name and Contact information of Supervisor*