***Hot tips for requesting letters of recommendation (template follows)!***

Creating a career portfolio is an excellent time to ask for letters of recommendation so that you will have them on hand when they are needed. However, it is very important when asking for a letter of recommendation to provide the person with as much specific information as possible. Remember they are busy people who may not recall everything that you want included in the letter.

To get the best letter, it is recommended that you remind the person of the following key information:

1. When you met the person and how long you have known them (be specific). Spell out your full name so they do not have to look it up.

2. List exactly how they know you (i.e. for your instructors, remind them of which classes you have been in and what your grade was. If there were any particular projects that you completed, include those as well).

3. Include all of the activities you have been involved in (include dates and event names if possible)

4. Spell and grammar check the letter!! (Essential if you want a letter commending your skills).

5. Once you have completed the letter, send it electronically so the reference person can cut and paste essential information from your letter.

It is recommended that you use the attached letter as a template.

**SEE NEXT PAGE FOR AN EXAMPLE YOU MAY USE AS A TEMPLATE:**

Maria Smith

9200 Valley View Street

Cypress, CA 90630

714-555-1212

mariasmith@aol.com

April 17, 2014

Dear Ms. Reiland:

My name is Maria Smith, and I am a student who began attending Cypress College in August of 2012. I will complete an Associate In Science Degree–Flight Attendant in May 2014, and I was hoping I could get a letter of recommendation from you for the application process and for my career portfolio.

You may recall that I took your ATC 101 Introduction to Travel Careers, ATC 270 Airline Operations, ATC 274 Passenger Services & Safety, and ATC 295 Internship class with you and I received an “A” grade in each class.  It would be helpful if could you please highlight my ability to

* Produce and present a quality Airline Research Project, including an essay, fact sheet, and Power Point.
* Complete in depth research for the Travel Project, including a cover letter, itinerary, and visual presentation.
* Work with my peers to provide simulated emergency first aid and CPR.

It would also be helpful if you could include a reference to my participation in the following opportunities:

* LAX AIREX 2013 Emergency Airport Drill
* JetBlue / Long Beach Airport behind the scenes tour in November 2012
* Flight Simulator experience of 30 hours in the Cypress Flight Lab
* High School Career Day Volunteer (for Mater Dei/Cypress High Schools)
* Travel Club President for two semesters

Since I will be applying to many companies, it would be helpful to address the letter to "Dear Recruiter."  Please e-mail me and let me know when it would be convenient for me to pick up the letter. It would be helpful if I could pick up an unfolded letter. Thank you very much for your consideration and feel free to call (714) 555-1212 or email me [MariaSmithdriana@aol.com](mailto:MariaSmithdriana@aol.com) if you have any questions.

Sincerely,

*Maria Smith*

Maria Smith