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| Letter to professor requesting job recommendation  **Letter to professor requesting job recommendation** | Learn More From Our Free Excel and Office Resources:   * Webinars: [Formulas, Pivot Tables and Macros & VBA](https://www.myexcelonline.com/109-47.html) * Blog Tutorials: [Formulas, Pivot Tables, Charts, Macros, VBA, Power Query, Power Pivot, Analysis](https://www.myexcelonline.com/109-3.html) * Excel Podcast: [Interviewing the Excel Experts](https://www.myexcelonline.com/109-10.html)   MyExcelOnline |

Your Name

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,

Your Name

Enclosure