

**Academy of Careers and Technology**  
**CTE Student Portfolio Development**  
**Write a Letter of Reference**

A **letter of reference**, also known as a letter of recommendation, is a document in which the writer assesses the skills, character and/or achievements of the person being recommended in terms of that individual's ability to perform certain tasks or functions. Letters of reference may be written by an applicant's instructors, current or former employers, colleagues, and personal friends.

**Complete the Peer Recommendation Worksheet**

Sit down with the student you've been assigned to write a letter for and complete the Peer Recommendation Worksheet. The better you know the student, the more relevant information you can provide and the better the letter will be.

**Write a Letter of Reference**

To write a letter of reference for a fellow student:

1. Open the Google Doc app on your iPad.
2. Sign in to the app using your wvact.net email account and password.
3. Tap the **+** button to create a **New Document**.
4. Enter **Reference Letter for *Student Name***, using the name of the student whose letter you're writing; tap **Create**.
5. An empty page appears on screen, with the cursor flashing in the upper-left corner.
6. Type in your home mailing address as the return address and today's date as follows:

1606 Flat Top Road  
Shady Spring, WV 25918  
March 6, 2017

7. Press **Return** three times.
8. Type the salutation on the next line, followed by a colon:

Dear Hiring Manager:

9. The first paragraph of your letter should name the person for whom you are writing and the position for which he or she is applying. Explain how you know this individual. You should also include the length of time you have known the person.

I am writing to recommend Charles Pack for the position of Collision Repair Technician within your company. Charles and I have taken classes together in the Collision Repair program at the Academy of Careers and Technology program for the past two years.

10. The body of the letter should reference the skills, personal qualities, areas of knowledge and other assets of the person you are recommending. Start by making a list of the strengths which you would like to convey in your recommendation. Focus on one or two qualities in this person that make him or her a good fit for the type of job he/she seeks, then compose sentences which include references to any proof which will make your statements more credible. Provide specific examples of instances where you observed the candidate using skills they are highlighting to the hiring manager. This

might consist of a project or role where they successfully applied a certain skill. Replace the underlined text in the sample below with text more appropriate for your colleague:

*Charles* has served as Lead Painter for ACT Refinishing, the simulated workplace company for the Collision Repair program at the Academy of Careers and Technology. He is very detailed oriented and a good team player who excels at giving and following instructions. He has earned OSHA-10 and NCCER certifications. He rarely misses a day of school and always gives 100% effort to every job.

11. In the final paragraph, make a strong statement regarding your recommendation and include an offer to provide additional information, if requested.

*I highly recommend Charles for any position he may pursue. I believe he will be a great addition to any organization. If you have any questions, please do not hesitate to contact me.*

12. Include your full name, a phone number and/or email address within the letter signature.

*Sincerely yours,*

*Anne Meadows  
304-256-4615  
ameadows@wvact.net*

13. Because you've used Google Docs to compose your letter, it has been automatically saved to your Google Drive.

### **Sharing Your Letter of Reference**

Once your peer letter of reference has been converted to PDF format, you must share it with the student for which it was written.

1. Use your wvact.net email address and password to sign in to the Gmail app on your iPad.
2. Tap the red pencil icon in the lower-right to compose a new email message.
3. Type the email address of the student for whom you wrote the reference letter on the **To** line.
4. Type **Letter** on the **Subject** line.
5. Tap the paperclip icon in the upper-right to create an attachment.
6. Find and tap the file icon for the reference letter at the bottom of the page in the Drive section. A blue file icon with the letter's name should appear below the Subject line.
7. Tap the paper airplane icon in the upper-right to send the email.

In the meanwhile, someone should be sending their letter to you...

1. In the Inbox, tap the letter from your colleague to open it.
2. Tap the file icon at the bottom of the message to open the file in preview mode.
3. Locate the Save to Drive button on the upper-right. The document is automatically saved in your Google Drive.

**Academy of Careers and Technology**  
**CTE Student Portfolio Creation**  
**Peer Recommendation Worksheet**

You have been chosen to write a letter of recommendation for an identified student. Please sit down to have a talk with that student and fill in the information below:

Student's Name \_\_\_\_\_

How do you know this student? \_\_\_\_\_

\_\_\_\_\_

How long have you known this student? \_\_\_\_\_

Has this student served in any leadership roles in your simulated workplace company?

\_\_\_\_\_

\_\_\_\_\_

List 3-5 personal qualities this student possesses that you think would make them a good employee:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

List 3 – 5 specific occupational skill areas/tool usage in which this student excels:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

What are the student's plan after graduation? \_\_\_\_\_

\_\_\_\_\_