



How to Obtain Great Letters of Recommendation

Written by

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Helping Professional Women Land and Succeed in their Dream Job

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Letters of recommendation are important to your professional success. Hiring managers considering you for a new position like to see your third party endorsements as well as direct feedback from your former bosses.

Obtaining a Letter of Recommendation

You should always obtain a letter a recommendation from your current boss before leaving a job. The best time to request the letter is after you've given notice and before your actual last day.

Waiting to get the letter after you've already left the organization is not a good idea. Without you there to remind your manager, it's very likely this task will slip through the cracks.

Often times, your boss will ask you to put together a draft. This saves them time and allows you to craft the document so that it focuses on the specific professional competencies you want highlighted.

How to Ask

Here is some suggested language you can use to ask your boss for a letter. You can either use this phrasing in a face-to-face meeting or write it up in an email. Use whatever method works best for your boss and her communication style.

Suggested Language

"As you know, I've greatly enjoyed working here and I've especially enjoyed working with and learning from you throughout my tenure. Reflecting on my time at the company, I'm pleased with what I've accomplished and the results I've achieved.

I would be proud to have a letter of recommendation from you to add to my professional portfolio. Would you be willing to write a letter for me? If you'd like, I'd be happy to put together a draft you could edit as you see fit. Please let me know how you'd like to proceed.

Thank you in advance for your support."

How to Write the Letter

To draft the letter, first develop the strategic message by outlining the key elements you want the letter to focus on. To define these key elements, think about where you want to take your career. Identify the top professional competencies valued in your target industry and in the specific job you want. Focus the letter on those particular skills.

Having your letters of recommendation ready to go will help you immensely during the job interview process. They add vibrancy to your presentation and help make the case as to why you are the best person for the job. They will also help boost your self-confidence and make it easier for you to perform well in the moment even if you're feeling nervous.

If you would like assistance developing and implementing your career transition strategy and job search plan, [click here](#) to schedule a complimentary coaching consultation. During this 20-minute telephone call we'll discuss your goals and how I can best assist you.

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MARET MCCOY, EXECUTIVE COACH FOR WOMEN



As an experienced executive coach, Maret helps professional women discover their authentic career fit - a job that offers fulfillment and is a match with their greatest skills and interests. She knows all too well the struggles of working in the wrong job, having experienced it first hand.

Now, after a decade of working in the corporate world and over seven years of owning her own coaching firm, she works in her dream job and helps other women achieve that same level of career fulfillment and satisfaction for themselves.

Maret has coached hundreds of professional women from a wide variety of industries including technology, communications, finance, education, law and health care. She has worked with women from corporations such as Accenture, Fidelity and BAE Systems; major philanthropic organizations such as the Red Cross and the World Wildlife Federation; and federal agencies such as the Justice and Treasury Departments.

Maret has also coached women attorneys at ten of the top 100 law firms in the nation. She has coached an attorney at The White House who said: "Maret is a cut-above in the coaching profession. I highly recommend her services to others who want to achieve results now!"

Maret's diverse professional background – having worked in the private, government and nonprofit sectors – provides her with a depth and breadth of career experience that she freely shares with her coaching clients. Her education includes a Master's degree in Public Policy and a Bachelor's degree in Economics as well as coach training credentials. She lives on the beautiful island of Maui in Hawaii.

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