

How to Ask Someone to be a Reference for You

From,
Celeste Slater
606-3727 Ullamcorper. Street
Roseville NH 11523
(786) 713-8616

Date: 05-02-2011

To,
Iris Watson
P.O. Box 283 8562 Fusce Rd.
Frederick Nebraska 20620
(372) 587-2335

Subject: (_____)

Dear Iris Watson,

I hope that you are doing well. I am writing this letter to ask you to write a reference letter for me to assist me with my job endeavor. I might have to move to New Delhi where I looking for a position in [your aspired job designation].

With this reference letter, you can provide some details about the qualifications and attributes that you found impressive over the years that you have known me. I would inform you of the moment I give your contact details so that you can be aware of when to receive a call. Please intimate me about your decision to write a reference for me.

It will also be really helpful if you provide me some insights and suggestions about my job search. You can also let me know about any job vacancy that you feel fit to my profile.

I have herein attached my resume for your reference. Please feel free to contact me for any further clarifications.

Thank you for your time.

Sincerely,
(Your Signature)
Celeste Slater

