

## Carta di Referencia

- **Kico ta un carta di referencia?**

Un carta di referencia, tambe conoci como un carta di recomendacion, ta un carta cu ta papia di e experiencia di trabou di un persona, habilidadnan, experiencia y cualidadnan personal. E ta scirbi dor di un dunado di trabou (anterior), colega, cliente, maestro of un persona cu por papia positivamente di un persona. E carta di referencia ta splica dicon e lector mester selecciona e persona en cuestion, y kico ta laga e persona califica pa e oportunidad cu ta solicitando.

- **Kico ta inclui den un carta di referencia?**

Un carta di referencia ta un 'endorsement' positivo di bo habilidadnan y cualidadnan. E ta splica e lector dicon e mester scoge e persona en cuestion y pakico e persona en cuestion t'esun califica pa, den e caso aki, e Appel di Oro.

Un carta di referencia profesional por lo general ta scirbi dor di un supervisor, un colega, un cliente, un maestro of un maestro cu ta familiar cu e logro den e tipo di trabounan aki. Den caso di Appel di Oro, esun cu ta scirbi e carta por ta un cabesante, rector, mayor of e directiva di scol (p.e. SKOA / SMOA).

Por lo general e carta di referencia ta inclui un discipcion di e posicion y responsabilidad di e persona, con largo e ta eherce e profesion y su abilidadnan, cualidadnan y su contribucionnan na e organisacion.

- **Kico pa haci prome cu scirbi un carta di referencia?**

Pensa prome bisa "si" pa scirbi un carta. Prome cu bay di acuerdo pa scirbi e carta, ta bon pa ta sigur cu bo ta sinti confortabel y positivo pa scirbi e carta. Ta okay pa bisa cu bo no ta scirbi e carta. Ta miho bisa no, cu scirbi un carta cu referencia negativo. Na momento cu bo ta bay di acuerdo pa scirbi e carta busca informacion y busca tur detaye necesario pa scirbi e carta di referencia.

## Recommendation Letter Template/Format

**[Your Name]**  
**[Street Address]**  
**[City, ST ZIP Code]**  
November 22, 2015

**[Recipient Name]**  
**[Title]**  
**[Company Name]**  
**[Street Address]**  
**[City, ST ZIP Code]**

Dear **[Recipient Name]**:

It is with great pleasure that I recommend Annik Stahl. I have known her for twenty years.

Annik has always displayed a high degree of integrity, responsibility, and ambition. She is definitely a leader rather than a follower. In addition to her excellent scholastic accomplishments, she has proven her leadership ability by organizing a hockey league in North Dakota to provide young people an opportunity to compete and learn good sportsmanship.

She is also a most dependable team player. Her good judgment and mature outlook ensure a logical and practical approach to her endeavors.

Annik would be an asset to any organization, and I am happy to give her my wholehearted endorsement.

Sincerely,

**[Your Name]**  
**[Title]**

# Recommendation Letter Template/Format

Your Contact Information

Your Name

Your Title

Company or School Name

Address

City

State, Zip Code

Date

## Salutation

If you are writing a personal letter of reference, include a salutation (Dear Mr. Johnson, Dear Dr. Jameson, etc.). If you are writing a general letter, use "To Whom it May Concern" or don't include a salutation. If you don't include a salutation, start your letter with the first paragraph.

## First Paragraph

The first paragraph of a recommendation letter explains your connection to the person you are recommending, including how you know them, and why you are qualified to recommend the person for employment or school.

**Example:** "I met Susan when she was a Freshman in my Introductory Economics course at WVU. Throughout her studies in my department, I had the opportunity to work with her on several research projects where she acted as my assistant."

## Second Paragraph

The second paragraph of a recommendation letter contains information about the individual you are writing about, including why they are qualified, what they can contribute, and why you are recommending them. If necessary, use more than one paragraph to provide details.

**Example:** "Bill graduated with honors in Philosophy, always focused on how his future would progress."

He knew he wanted to pursue a doctorate very early on, and has worked independently, in groups, and as a research assistant. I believe that Bill would be an asset to your department, as he brings a tremendous amount of energy and enthusiasm to his studies. He is a very bright and qualified individual, and a pleasure to work with.”

### Third Paragraph

When writing a letter recommending a candidate for a specific job opening, the recommendation letter should include information on how the person's skills match the position they are applying for.

Ask for a copy of the job posting and a copy of the person's resume so you can target your letter accordingly.

**Example:** “I believe that Christine would be an excellent addition to your international sales team. When I worked with her at XYZ, I was impressed by her ability to communicate the effectiveness of our products to our clients and close a sale. During the two years I worked with her, she was personally responsible for adding several new clients in Asia and Africa.”

### Summary

This section of the recommendation later contains a brief summary of why are you are recommending the person. Use phrases like "strongly recommend", or "recommend without reservation" or "Candidate has my highest recommendation" to reinforce your endorsement.

**Example:** “During my acquaintance with Joanne, she has been efficient, professional, organized, and a fantastic team leader. She has my highest recommendation for the position of office manager at DEF Inc.”

### Conclusion

The concluding paragraph of your recommendation letter contains an offer to provide more information. Include a phone number within the paragraph, and include the phone number and email address in the return address section of your letter, or in your signature.

**Example:** “Please feel free to contact me at 123-456-7890 if you need any additional information or clarification.”

Closing

Sincerely,

Recommender Name

Title