

“Excellent colleague” is a compliment. What did you actually see?

They need your recommendation by Friday. Their résumé is attached. Your name will be the one under the letter.

Begin with what you can stand behind, rather than a page of praise. Four working sheets guide you from the ask to a specific reference: a request check, an evidence worksheet, a letter frame and a final review. A worked fictional letter shows the difference between repeating a résumé and describing work you witnessed.

- Decide whether to accept, narrow or decline the request.
- Turn two observed work situations into useful evidence.
- Describe the relationship without inflating your role.

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Guide + working sheets



A RECOMMENDATION YOU CAN STAND BEHIND

Turn Work You Witnessed into a Specific, Credible
Reference Letter



Two real examples. Your own words.

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