

Sample Letter to a Potential Reference

703 Clark Avenue
Morgantown, WV 44411

May 1, 20--

Norman Mazer
Coordinator
United Youth Volunteers
15 Park Street
Morgantown, WV 44411

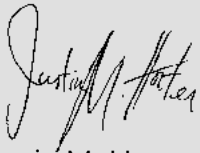
Dear Mr. Mazer:

Graduation time is approaching, and I will soon be looking for full-time customer service positions in the Morgantown area. As part of my job search, I would like to provide potential employers with both personal and work references.

I am writing to ask whether you would consider serving as a personal reference for me. As you know, I have been a member of the United Youth Volunteers for seven years. My active involvement in the organization has been a positive experience in my life.

I would greatly appreciate a letter of recommendation from you that I could share with prospective employers. If you would like to speak with me personally about this request, please don't hesitate to call; I am available at your convenience. Thank you for your time. I look forward to hearing from you soon.

Sincerely,



Justin M. Horter