

Example Cover Letter

Student Requesting Letters of Recommendation From Employers/Supervisors

September 29, 2011

Request for Letter of Recommendation for College Admission **Anna Johnson**

Dear Employer/Supervisor,

I would like to request your help with college admission **Letters of Recommendation**. If you would, please complete a Letter of Recommendation on letterhead for the colleges listed below. I really appreciate your help.

College

1. Two Rivers College
2. Metropolitan University
3. University of My State
4. Eureka University
5. Futures College
6. Horizon College
7. University of the Americas

I have included mailing addresses to each of the above colleges on a separate page. For your convenience, please find attached pre-addressed, stamped envelopes to each college. Also, to help you complete the letters of recommendation, I have attached a copy of my student résumé. Lastly, please include my full name (Anna M. Johnson) and date of birth (May 1, 1994) on each letter.

My college major will be Biology. My hope is to earn a degree that prepares me for a career in medicine. If you would, **please include in your recommendation a discussion of my excellent work ethic, ability to work independently, and how I work well with others.** These characteristics demonstrate a history of dedication and excellent job performance that I would like to communicate to college admissions officers.

I would like to ask if you could mail the letters of recommendations directly to the colleges by October 25, 2011. Some of my college applications are due November 1, 2011 and I would like to make sure your letters are received by the required deadlines.

I will be available to answer questions anytime at work or at home (my e-mail is college4annaj@yahoo.com and my phone numbers are 555.555.1234 (home) and 555.555.4321 (cell)). Please let me know if there is anything I can do to help with this request.

Thank you, again.

Sincerely,

Anna Johnson