# Recommendation letter checklist

- [ ] Correct name, programme / job title and organisation
- [ ] Your relationship and how long you have known them
- [ ] Two or three strengths, each with an example
- [ ] Link to the job or programme
- [ ] Clear endorsement at the end
- [ ] Contact details
- [ ] No private or irrelevant personal information
- [ ] One page, proofread, signed
- [ ] Submitted before the deadline

## Notes