

Writing

a Read reference letters structure.

- Addressee name and address if known
- Date
- Salutation ('To whom it may concern', or 'Dear Sir or Madam', or 'Dear <title> <surname>')
- Confirm dates, job title(s) capacity, and salary and benefits details if required/appropriate.
- Confirm that the person's performance and attitude was (at all times) satisfactory/exceeded expectations or standards.
- Briefly explain the person's responsibilities (optional)
- Briefly describe their skills/qualifications/strengths/characteristics (optional)
- State that you would willingly re-employ the person if the opportunity arose (optional, and very re-assuring for the reader)
- Offer to provide more information if required (optional)
- Yours faithfully (or 'Yours sincerely' if writing to a named addressee)

b Read the example of a reference letter and write your own letter using the information from the table.

20 October 2008

To whom it may concern,

I confirm that Tom Jonson was employed as a programmer with this organization from 20 September 2001 to 10 October 2008 and was paid 1500 \$ salary.

Their job of programmer carries the following responsibilities: support of the available software functioning at the enterprise, ordering computers and accessories, installing and setting of all the necessary computer software: Windows, Office, antiviruses, Delphi, FoxPro, AutoCAD, ICQ, MSN Messenger, Outlook etc., programming, preventive measures and repairing of electronic scales and scanning devices, providing their connection with the server, provision of proper functioning of the computer net at the enterprise. Tom Jonson is skilled in operating systems Windows 98, Word, Excel, Visual FoxPro, SQL, antivirus programs, archivers, and is also self-disciplined, practical, flexible and adaptable, safety-conscious, able to work well under pressure, able to get on with a wide variety of people.

I would happily re-employ Tom Jonson as I consider him to be a valuable member of the team, who consistently achieved good results and delivers all expectations.

Yours faithfully,
Bob Walley

Date

To whom it may concern,

I confirm that (name) is/was employed as (position) with this organization from (date) to (date/the present day), and was/is paid (salary, plus bonus and benefits as applicable).

Their job of (position) carries the following responsibilities (describe briefly the job). (Name) is skilled in (details of skills) and is also (characteristics – e.g. reliable dependable, a good communicators, etc).

I would happily re-employ (name) as I consider him/her to be a valuable member of the team, who consistently achieved good results and delivers all expectations.

Yours faithfully,

(www.ico.gov.uk)