Letter of Recommendation

21 February 2013

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MEMORANDUM FOR WHOM IT MAY CONCERN

FROM: 11 XXX/XXXX

SUBJECT: Letter of Recommendation for SSgt (First Last)

1. I am pleased to provide my strongest recommendation for SSgt (First Last) to hold your next position as an instructor for (Job). She is a dynamic individual with impeccable bearing, positive attitude, and tireless work ethic. Moreover, her talents and leadership qualities have been instrumental towards a variety of domains, which have made people around her professionally grow and possess infectious unions.

2. (Name) is the type of Airman we need leading from the front. Furthermore, she is what I consider to be a “hard charger”; outshining her peers by multiple degrees. I have known her since (date), and during that time, she has impressed me as a bright, articulate, enthusiastic, reliable and very capable NCO and person. As her (how you know her, supervisor), there were many times I relied on her to perform tasks; she came through each time without complaint or hesitation. What’s more is she would be the one I leaned on to keep the flight organized, productive, and within standards as she shared her experiences and knowledge to keep the integrity of what the Air Force expects from our future Airmen, thus earning NCO of the Year.

3. As a (duty position), (name) has proven her performance ability since the start of her career. She has pursued several managerial and “public” opportunities, to include: managing the (...), coordinating deployment processing lines, and overseeing (...). Her primary duties aren’t the only activities that are noteworthy; she has also demonstrated an adept speaking aptitude: educating 1,500 deployers on (...), and reading scripts at the unit commander’s call. As you can see, she is the complete package and if I were the hiring authority, I would hire her in an instant!

4. Having been an (your experience or position)and having (X) years of AF experience, I understand what it takes to fulfill a high profile “special duty.” So again, I urge you to consider Andrea(name) for the position and I guarantee she will not disappoint; rather, she will continue to excel in this important duty. If you need additional information or would like to discuss my recommendation in greater detail, please contact me at DSN XXX-XXXX during normal duty hours Pacific Time or email me at first.last@us.af.mil.