**Sample Reference Letter from Former Manager**

NAME

ADDRESS

PHONE NUMBER

EMAIL DATE

Ms. Rose Richards, Recruiting Coordinator United States Department of Justice 1234 J Street, N.W. Washington, DC 20000

Dear Ms. Richards:

Mr. John Doe has worked directly under my supervision for the past six months. During that time, John has been a self-starter and a productive contributor to team efforts. In addition to having a high degree of integrity and a cheerful personality, he is one of those rare individuals who can both follow instructions and take initiative, as appropriate. He is strong in time management and his competence extends beyond the skills for which he was originally hired. For example, when asked to participate and assist in a special discovery project for a particular client, John was ready for the task.

In fact, John was ultimately instrumental in successfully completing the project in a timely and efficient manner. I will indeed be sorry to lose John as a law clerk when he moves to Washington, DC for the summer. Seldom have I been able to make such an enthusiastic recommendation regarding an employee. I have no hesitation in advising you to hire John as legal clerk.

Sincerely,

Mary Sue Smith