

# SAMPLE LETTER OF RECOMMENDATION

August 10, 2025

To Whom It May Concern,

As a Manager at ABC Self Help Inc. and a Supervisor in the 2024 Step Up Program, I had the opportunity to supervise Ms. Mary Moore while she participated in the program and worked at ABC Self Help Inc.

Step Up allows Minneapolis youth to prepare for the workforce of tomorrow as they develop life skills and learn job skills while at work. I had the pleasure of watching Ms. Moore set and reach many goals during her summer job experience. Her responsibilities as a receptionist included the following: to maintain the flow of communication in the reception area, to maintain an orderly reception area, and to maintain records.

Ms. Moore demonstrated a high level of maturity throughout her summer job experience. She used good communication skills while asking questions, listening for direction, taking accurate messages, and writing daily and weekly records. Ms. Moore had the ability to get along well with her co-workers at ABC Self Help, Inc. All of these skills will transfer well to any future employment for Ms. Moore.

From June-August of 2024, I had the privilege to observe Ms. Moore exhibit a strong work ethic and willingness to learn. I would be happy to discuss her performance with prospective employers. I can be reached at 612-555-1235 between the hours of 8:00 a.m. and 5:00 p.m.

Sincerely,

Jane Doe, Manager  
ABC Self-Help, Inc