

# THE WIDGET COMPANY

*Boston, MA*

**MUST** be on Official  
Company Letter Head  
Paper

**MUST** have full address

The Widget Company  
151 North State Street  
Boston  
MA

Direct Tel : +01 555 444 00001  
www.TheWidgetCompany.com

**MUST** be dated

1<sup>st</sup> July 20XX

**MUST** be addressed either:  
'Dear EPIK' or 'To Whom It May Concern'

Dear EPIK / To Whom It May Concern

**MUST** state first and last name

**Letter of Reference for: Mr. Matthew Morris**

Matthew has worked within my team at The Widget Company for the past nine months. Matthew is employed as a quality inspector and staff social coordinator.

We originally selected Matthew out of a pool of over 50 well qualified job applicants. When we reviewed Mathew's application and then met him we immediately knew we had found the right person. Since then, Mathew he has excelled in his work as well as being professional at all times, punctual, charismatic and trustworthy. During Mathew's time at The Widget Company he has helped train new staff, organize company social events and run a sports league for children in our local community (which our company sponsors).

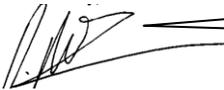
Reference **MUST** be written by a manager / supervisor / lecturer / professor / etc .  
(**NOT** a co-worker or friend)

As Matthew's manager and having worked closely with him, I am very happy to recommend Matthew as a very able, caring and highly employable individual. It is clear that he enjoys being around people, can relate to all age groups and is able to work both independently and within a team. We strongly believe he will be an excellent teacher of English and that he will adapt to life in a new country quickly and with enthusiasm.

**Note** how the reference tries to focus on things a school might be looking to learn about a prospective applicant/teacher

If you have any questions or require further information, please do not hesitate in contacting me.

Best Regards,



**MUST** be a **HAND SIGNED & PEN INK** signature  
(**NOT** typed, computer generated or copy/pasted from somewhere)

**Mr. John Ray**

Director of Operations  
555 444 00001 ext 45

[John@TheWidgetCompany.com](mailto:John@TheWidgetCompany.com)

**MUST** have name and full Job Title/Position with company

**MUST** have **DIRECT** contact details

**After printing and signing, please:**

- A) **Make a scan of your letter of reference and e-mail it to the applicant.**
- B) **Mail the hardcopy to the applicant (this is essential as a scan alone will not suffice).**

**Thank you for your time and assistance!**