



## **RECOMMENDATION REQUEST TEMPLATE**

Recommendations that are posted on your LinkedIn profile must come from FIRST DEGREE CONNECTIONS. Connect first before making your request. Offer to reciprocate with a recommendation for them as well. You'll have the opportunity to accept or request changes before posting to your profile.

Requesting a recommendation provides you with the opportunity to

- Stay in touch with your network (find out what they're up to and your current career explorations). Make this a mutually beneficial experience.
- Deepen relationships.
- You stay top of mind
- They may have a referral opportunity for you!

ON LINKEDIN, go to your connection's profile, and in the tag card with the headshot,

1. Choose **MORE...**
2. REQUEST A RECOMMENDATION. Select the relationship and you position at the time you knew or worked together.
3. ASK for information you want to appear on your profile. For example:

Cole, please provide a recommendation and comment on the X project we completed last year.

I would appreciate your input on:

- 1- My ability to present and provide creativity in product design
- 2- My leadership skills for staying within budget and contributing to the department/company objectives
- 3- My ability to collaborate with the team and meet deadlines

Thanks,

*Name, Email, Phone*