

## **How to Write a Nomination or Reference Letter**

### **Leadership Toolbox**

### **Podcast Transcript**

*Centennial Student Union & Student Activities*

*Minnesota State University, Mankato*

Most of us, even as early as in our high school years, will have to have a nomination letter or a letter of reference written on our behalf. These types of letters can be for a job, scholarship or for acceptance to college. No matter how positive the experience may be with the writer of your choice, a great reference doesn't always make a great nomination/reference letter.

If you haven't already, you may, in the future, be asked to write a letter on someone's behalf. This podcast will help you make sure your letter both serves as an example of your positive experience with the person you are writing for as well as an example of a great letter!

# Leadership Reference Letter Sample

**Richard Bailey**



## **Leadership Reference Letter Sample:**

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