



## LETTERS OF RECOMMENDATION GUIDELINES

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All prospective volunteers are required to provide at least two (2) character references as part of the application process. These guidelines can be used to help you determine who would be a good reference for you. You may also provide this handout to your references to aid them in writing your letter of recommendation.

- Friends, neighbors, members of church or social groups you have belonged to, a former or present teacher or employer, current Enloe employees or volunteers are all suitable candidates for these references.
- References cannot be from a relative, family member, roommate, or someone residing at your residence.
- Reference letters are required to complete the application.

**Letters:** Letters of recommendation should be obtained from two people who are familiar with the personal and/or professional characteristics of the applicant. These letters help us to get to know the applicant better. They speak to the character and suitability of the applicant as a volunteer in a healthcare setting.

Consider providing your references with information about the specific volunteer opportunity for which you are applying; this may be helpful in directing the letter writer in their comments. Additional topics your reference may want to include in his/her/their letter include:

Personal characteristics (Comments that refer to personality and values)

Trustworthiness  
Commitment  
Reliability  
Caring  
Compassion

Professional characteristics (Comments that refer to professional skills and work ethic)

Service-orientation  
Ability to work with people  
Ability to work in a fast paced environment  
Ability to follow directions

Job Fit characteristics (Comments that refer to aspects desirable for a specific volunteer role)

Qualities, ability, or skills  
Experience  
Education