Dear :

I have applied for an entry-level position as a at and am in need of a recommendation. I would be honored if you would write one for me. Your course, , was one of my favorite classes in college.

I have enclosed copies of my resume and transcripts for your review. You will see that I am graduating with a GPA, and that I have been inducted into a number of honor societies that reward excellence in the areas of . Along with these honors, I also have experience in from my summer internship at .

If you feel that you are familiar enough with my education and skills to write a recommendation for me, please contact me by phone at or by e-mail at . I will send you a stamped, self-addressed envelope in which to send your recommendation.

Whatever your decision, please accept my sincere thanks for your time and consideration of my request.

Sincerely,

Enclosure