

Personal Biography Form for Letters of Reference

In order for someone to write the best possible (strongest) letter of recommendation to support your application, you should provide the following information. This information will allow them to “personalize” your letter of recommendation. Please feel free to speak well of your self. Thanks and good luck!

Name: _____

Address: _____

Phone: _____

Today's Date: _____

Date Reference Letter Needed: _____

Job You Are Applying For

Position Title: _____

Company /Agency: _____

Address: _____

Name Of Person In Charge Of Hiring: _____

Their Title: _____

Skills Required For This Position: _____

Skills Used in Past Jobs _____

Accomplishments/Awards: _____

Training/Education: _____

Other Comments:

I give permission for _____ to share information about my work performance and abilities

Signature _____