

GUIDELINES FOR LETTERS OF RECOMMENDATION

All prospective volunteers must have two letters of recommendation included in their application packet.

Authors of the letters of recommendation should include the following in their letter:

- Relationship of prospective volunteer to the author (from school, professionally, socially, relative, or other community service experience).
- Why the prospective volunteer would be a good New York Junior League volunteer.
- What experiences or skills the prospective volunteer has that would contribute to her success as a volunteer.

Example of a Letter of Recommendation:

Ms. Susan Hamlin and Ms. Sarah Louderback
Co-Chairs, New Membership Development
The Junior League of the City of New York
130 East 80th Street
New York, NY 10075

Dear Ms. Hamlin and Ms. Louderback:

It is with pleasure that I write a letter of recommendation on behalf of Jane Doe as she seeks to become a volunteer of The New York Junior League. Jane has been a friend and a co-volunteer with me at The Museum of the City of New York for the past three years.

Her organizational skills, dedication, and leadership qualities have revealed themselves in her position as last year's co-chairman of the Museum's Friends Committee... (etc.) This event involves... (etc.) Professionally, Jane works for Wired magazine as a... (etc.) Her experience there... (etc.) I believe Jane would be a good NYJL volunteer in many ways. Her enthusiastic nature... (etc.)

Sincerely,
Hand written signature