

Have someone in your house act as if they have worked with you in the past. Have them answer the questions on the sheet. Make sure you write down all the information they tell you. You will need TWO people to complete this part of the assignment.

<b>Job Title</b>

**Recommendation Participant #1**

<b>Name</b>
<b>Briefly explain your relationship to the candidate (make one up, do not use personal relationships. Example: Former Manager at ??, Previous co-worker at ??, etc.)</b>
<b>Convey why you're writing this letter and why you're qualified to recommend them</b>
<b>Include details about the candidate's qualities that relate to the individual's goal</b>

**Recommendation Participant #2**

<b>Name</b>
<b>Briefly explain your relationship to the candidate (make one up, do not use personal relationships. Example: Former Manager at ??, Previous co-worker at ??, etc.)</b>
<b>Convey why you're writing this letter and why you're qualified to recommend them</b>
<b>Include details about the candidate's qualities that relate to the individual's goal</b>