

### Writing a reference letter

*If your employer is unsure on how to write your reference letter, you can always refer them to this structure. A reference letter is a letter that outlined and individuals work experience, personal qualities or academic performance.*

#### First paragraph

This should include the connection to the person you are recommending, including how you know them and the position they had within the business. For example, manager, sales assistance etc. Also include the time period in which they were employed with the business.

#### Second paragraph/ Third paragraph:

They should include information about the person you are writing about. For example, how they were as a worker, and what they contributed to the business. It must outline job responsibilities and may include some examples.

#### Letter closing

Include contact information- Phone and email address, just in case a verbal recommendation or further questions is necessary.

#### **CONTACT**

1300 937 775

#### **ADDRESS**

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