

Date  
Name  
Address  
Address  
City, State, Zip

Dear \_\_\_\_\_:

I am being considered for permanent appointment to the position of (title), Professional - SL-(rank), in the (Division), (Department), (Unit) of the University at Albany, State University of New York. I have selected you to provide a non-confidential letter of recommendation on my behalf because of our association regarding (describe the association).

I would appreciate any comments you may have concerning the length and nature of our professional relationship and your evaluation of my service to you and your staff. To assist you with this task, I have enclosed a copy of my resume. The criteria for evaluation are listed below for your information.

1. Effectiveness in performance - demonstrated by effective task performance, efficiency and productivity.
2. Mastery of specialization - demonstrated by degrees, licenses, honors, awards, etc.
3. Professional ability - demonstrated by invention or innovation in professional, scientific, administrative or technical areas. Development or refinement of programs, methods, procedures or operations.
4. University service - demonstrated by participation in committee work, governance, student or community activities.
5. Continuing growth - demonstrated by continuing education, membership and participation in professional organizations, or attendance and involvement in training programs.
6. Other attributes - such as attitude, cooperation, dependability, etc.

Your letter should be addressed to (appropriate official and address). The letter should be received no later than (specify date).

Thank you for your assistance.