

Preparing and Requesting References

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Draft Letter Requesting a Letter of Recommendation

Dear [Name],

I hope you are doing well. I am reaching out to ask if you would be willing to write a letter of recommendation on my behalf as I continue preparing for my transition from the Marine Corps into the civilian workforce. I am currently developing my professional resume, cover letter, and career portfolio, and I would like to include strong references from leaders who can speak to my work ethic, leadership, professionalism, and potential for future employment.

The type of position I am preparing for is aligned with program analysis, operations, compliance, training evaluation, policy implementation, and process improvement. One example is a Senior Program Analyst position supporting Marine Corps operations, which requires reviewing documentation, analyzing programs, identifying gaps, capturing lessons learned, and recommending practical improvements. I believe your perspective would be valuable because you have seen my ability to manage responsibilities, support organizational requirements, navigate shifting priorities, and deliver dependable results.

If you are comfortable writing the recommendation, it would be helpful if the letter could highlight my leadership experience, attention to detail, ability to manage programs, communication with senior leaders, and reliability in high-pressure environments. You may also include any examples that show my ability to take a requirement, organize the moving pieces, and turn it into a workable process for the team. These areas are closely related to the type of work I hope to pursue after retiring from the military.

I can provide my current resume, cover letter, job posting, and any additional background information that would make the process easier. I understand that recommendation letters take time, so I completely understand if your schedule does not allow for it. If you are able to assist, I would be grateful to receive the letter by June 18, 2026, which will give me time to review my portfolio before submitting it.

Thank you for considering my request and for the support, guidance, and mentorship you have provided. I appreciate the impact you have had on my professional development, and I value your opinion as I take the next steps in my career.

Respectfully,
Meghan Newman

Discussion and Reflection

The three people I would choose to ask for letters of recommendation are Damian, Kemper, and Andrew. I would choose each of them because they have had different influences on my professional growth and could speak about distinct parts of my experience. I do not want all three letters to sound the same or only focus on one area of my background. A strong set of recommendations should help paint a full picture of my work ethic, character, leadership, and potential as I prepare to transition into the civilian workforce. Choosing people who have seen me in different professional settings would also help ensure the recommendations are more personal and meaningful instead of generic. Their perspectives would allow a future employer to better understand how I perform, how I approach responsibility, and how I continue to grow.

I would ask Damian because he has seen how I perform in my current professional environment. His influence matters because he understands how I handle responsibility, manage competing requirements, and support the bigger mission. He has seen the behind-the-scenes work that goes into keeping programs organized, ensuring standards are met, and working through issues as they arise. A letter from him would be helpful because he could speak about my ability to remain steady, lead with purpose, and deliver reliable results in a demanding setting.

I would ask Kemper because he had a direct impact on my development in the Inspector General environment. That experience helped shape my view of accountability, compliance, documentation, and attention to detail. His influence matters because he saw how I approached work that required accuracy, discretion, and sound judgment. A recommendation from him would support the type of civilian work I am interested in, as many of those roles require someone who can review information carefully, identify gaps, and make practical recommendations without constant direction.

I would ask Andrew because he has shown confidence in my long-term potential. His influence is important because he sees more than just what I am doing in my current role. He has recognized my ability to contribute in a professional setting beyond where I am now, and that means a lot as I prepare for the next chapter of my career. A letter from him would help show that I am not only capable based on past performance, but also ready to grow into future opportunities.

Together, Damian, Kemper, and Andrew would provide a balanced view of who I am professionally. Damian could speak to my current performance and leadership, Kemper could speak to my experience with accountability and detailed review, and Andrew could speak to my potential and future value. Their recommendations would support the same message I want my resume and cover letter to communicate: I am dependable, organized, mature, and prepared to transition my military experience into a civilian role that values analysis, reliability, and practical problem-solving.