

Basic of a letter of recommendation for community service

February 19, 2021

Leena Roy

4425 Clement St. Atlanta, GA 30331

Dear Mis. Roy,

This letter is a personal recommendation for Anna Romero. Over the last four years, she has served alongside me as a volunteer for the local Youth Volunteer Corp. During our time together, I have come to know Anna and her unwavering passion for helping the local youth very well.

Anna is one of the most dedicated volunteers to have ever worked beside me. Her kindness, compassion and dependability are unmatched. From planning sporting events for the children to waking up early on weekends to set up and run fundraisers, Anna does it all with a smile on her face.

She fulfills any commitment she makes no matter what how many responsibilities she faces in a day, and she has proven herself as one of the most honest and trustworthy person I've ever had the pleasure of working with.

After getting to know Anna over several years, I am extremely confident in her abilities. Anna is well-liked by all and has always been dedicated to helping our community grow and thrive.

I can't think of a more capable person for the position you're looking to fill. If you'd like to discuss Anna's qualifications further, please reach out to me at (321) 654-0987 or by email at Shubhmax@gmail.com.

Sincerely,
Shubh Max

OSSC- Community Service Completion Form

Student full name _____

Student ID _____

Student Email _____

Email form to _____ or
Return to Pomfret Hall B110 (Entrance at the circle drive facing Clinton Ave)
Attention: Student Conduct
Contact number for questions: 479.575.5170

Total Hours _____

Description of Activity	Organization/Location of Service	Date/Time of Service	Hours Completed
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Printed Name and Signature of Supervisor	Phone Number	Email Address	
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COMMUNITY SERVICE LETTER

NOTE: The letter must include the terms of the volunteer agreement (i.e., begin date, end date (if any), time commitment, responsibilities), whom to contact with questions, the insurance paragraph and the ID paragraph. The Volunteer Fact Sheet must be a

Dear <Name>,

Thank you for your willingness to volunteer your services to UW-Madison and specifically this department. We look forward to you helping us with <specify project>.

Based on our previous discussions, your activities as a volunteer will be <briefly describe responsibilities>. You will begin <date> and continue for as long as we mutually wish to maintain the relationship. <Specific end date also possible.> You have indicated that you can spend approximately <number of hours> hours per week on these activities.

Please read carefully the attached "Volunteer Fact Sheet". Note that receipt of this letter makes you an official volunteer and that you will be covered by the State's liability protection program so long as you perform your duties within the scope of the description provided above. Since volunteers are not covered by the state's worker compensation program, however, you are encouraged to maintain your own health insurance. If you should be injured during the course of your activities and the injury results from the negligence of a University employee or agent, you would have the same legal rights to seek compensation as would any visitor to the campus.

As a retiree of the University, you are eligible for an ID card. If you don't already have one, you may want to contact the administrator of your former department.
<IF THE VOLUNTEER IS NOT RETIRED FROM THE UNIVERSITY, OMIT THIS SECTION>

If you have any questions about your volunteer service to our department, please do not hesitate to let me know. Again, thank you for your willingness to donate your time, energy and expertise. We really appreciate it!

Sincerely,

<Name>

Attachment: Volunteer Fact Sheet

PTH.com

Community Service Recommendation Letter Template

[Date]

[Recipient]

[Recipient's address]

Dear [recipient's name]

This letter is a personal recommendation for [applicant's name]. I have known [applicant's name] for [amount of time you worked together], and in that time, they have served alongside me as an exceptional volunteer for [name of volunteer organization]. During our time together, I have come to know [applicant's] talents extremely well.

[Applicant's positive characteristics] all make them a perfect fit for this role. I have seen them demonstrate [skills and examples of work ethic] from the first day we began working together. They are highly organized and dedicated in all they do, and because of that dedication, they have had an impact on our organization that will last for years to come. I have never met anyone who works as hard as [applicant's name]. If you have any questions about [applicant's name] or our time working together, feel free to reach out to me at [phone number] or by email at [email address].

[Closing]

[Your name]

Cover letter template for a community services

[First name] [Last name], [Degree or certification if applicable]

[Phone number] | [Email address] | [City], [State or Territory]

[Date]

[Organisation Name]

Dear [Hiring manager's first name] [Hiring manager's last name],

[Express excitement for the position, including the role title and the organisation name.]
[Introduce yourself by explaining why you're applying for the job, how the job aligns with your career goals and what specifically draws you to the organisation.]

[Explain your relevant experience and qualifications without repeating what's in your resume.] [Highlight one to two relevant achievements with facts and data when possible.] [Explain why you'd be a good fit for the organisation.] [Optional: address employment gap or career transition.]

[Express gratitude]. [Summarise qualification]. [Restate interest in role]. [Call to action + availability and preferred contact method].

[Complimentary close]

[Signature]