

KESHA STUDENT

(S A M P L E E M A I L C O N T E N T)

✉ Kesha.Student@waldenu.edu

To: mary.jones@mail.waldenu.edu

Subject: Request for a letter of recommendation

Dear Dr. Smith:

I completed your course, DDBA 8161 Section 2: Business Strategy and Innovation for Competitive Advantage, Spring Semester, 2016. I was pleased to receive an A grade for the course. I am applying for an online adjunct teaching position in the School of Business at HigherStudies University. As one of my respected instructors at Walden, would you please write a letter of recommendation for me that addresses:

- The quality of my academic work
- The quality of my classroom participation

My goal is to become a college instructor in a business program and foster the ethical decision making and leadership potential of students. In addition to my D.B.A. coursework, I have an M.B.A. and a B.S. in Communications. I am currently the Director of Strategic Initiatives for an IT company with 600 employees. My electronic portfolio at <http://portfolio.com/me> features two DDBA 8161 course projects and my curriculum vita, and my LinkedIn profile at www.linkedin.com/kesha.student provides additional evidence of my qualifications.

If you agree, please:

- Address the letter on Walden letterhead to:

Dr. Marla Thomas
Dean of the School of Business
HigherStudies University
100 State Street
Minneapolis, MN 55401

- Email the letter as a PDF attachment to marla.thomas@higherstudiesu.edu by August 25, 20xx.
- Send me a PDF copy of the letter addressed "To whom it may concern" for inclusion in my electronic portfolio.

I aim to follow in your footsteps by merging the knowledge gained from my doctoral program, my business experience, and my passion for teaching to become an exceptional instructor.

If you have questions, please contact me at 612-312-xxxx or Kesha.Student@waldenu.edu. Thank you for considering my request.

Sincerely,

Kesha J. Student
Walden D.B.A. student, expected graduation Spring 20xx