

LinkedIn Recommendation *Template*

[Opening – Context]

I had the pleasure of working with [Name] at [Company] as a [your relationship – e.g., colleague, manager, client, mentee].

[Middle – Strengths & Examples]

[Name] is [describe 1–2 standout qualities – e.g., a thoughtful leader, a sharp strategist, a natural collaborator].

During our time working together, [he/she/they] [give a specific example of what they did – e.g., led a successful product launch, revamped a key process, mentored junior team members].

[Impact – Why it Matters]

Their [strength or project] had a lasting impact on [team, company, or clients]. It was a testament to their [values – e.g., commitment, creativity, or leadership].

[Closing – Endorsement or Gratitude]

I'm [grateful/impressed/confident] that [Name] continues to [positive behavior – e.g., advocate for others, lead with clarity, deliver results].
[Optional: Any team would be lucky to have them.]



LinkedIn Recommendation *Checklist*

- ☒ State how you know them and in what context you worked together.
- ☒ Mention 1–2 key strengths or qualities.
- ☒ Include at least one concrete example or story.
- ☒ Describe the impact of their work or leadership.
- ☒ End with a note of gratitude or a clear endorsement.
- ☒ Keep it authentic, clear, and under 200 words.
- ☒ Proofread for grammar and typos.