

[Date]

Re: Recommendation for Jane Doe

Dear SIOP:

I have known Dr. Doe for 20 years and worked with her at the Widget Company where she served as a testing and assessment analyst for several years. During this period, I was an Industrial-Organizational Psychologist for the ObLaDi Company responsible for overseeing the technical work of analysts. In this role, Dr. Doe independently conducted job analyses for job classifications in state agencies, developed and scored high-stakes assessments (ranging from multiple-choice job knowledge tests to assessment centers), and completed validation reports in compliance with the Uniform Guidelines on Employee Selection Procedures.

Since that time, she has continued to advance in the field and most recently served as the VP of Human Resources for ABC Company based in Florida. During her career she has applied her knowledge of the principles and practices of Industrial and Organizational Psychology to studies to streamline work through technology and work design; evaluations of employee work habits to develop training and development programs; and auditing of organizational issues to ensure legally-compliant and efficient operations such as developing a compensation structure and performance management system.

Academically, Dr. Doe has published and presented at numerous Human Resource conferences. For example, an article will be presented this week at SHRM on organizational design. Additionally, she and I are beginning a project to identify improvements in the research methods used in training evaluation which is directly related to the I/O field as well.

Although Dr. Doe's advanced degrees are in Management and Human Resources, her study and participation in I-O work has been present throughout her career. I fully recommend her for membership in the Society for Industrial and Organizational Psychology.

Please let me know if I can provide any further information.

Sincerely,

Mr. Smith  
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