**Example Format for Military Recommendations**

1. Opening – My background, how I know the individual, for how long, in what capacity and my qualifications to write this award are (*Forwarded with my strongest personal recommendation for selection to the Mine Warfare Weapons Tactics Instructor.  I’ve known John Jones for two years, from August 2016 to February 2019,  serving both as his Executive Officer and Commanding Officer, During that time John far exceeded expectations while serving as  N1 department head, lead Battle Watch Captain, and Lead planner for RIMPAC 2018. As a Mine Sweep Sailor, EOD Officer, and Commanding Officer I can think of no stronger a candidate for a Mine Warfare WTI instructor.  )*
2. Career Highlights ( *As one of my most trusted Battle Watch Captains and Exercise Planners at COMCMDIV THREE ONE, John Jones set and maintained a high standard of tactical performance and leadership to be emulated by both officer and enlisted ranks. He was an instrumental player in upwards of 30 national, interagency, and multi-national Mine Warfare exercises.* *)*
3. Maxim or quote that he lives his life by ( *One of the quotes that John Lives his life by is the famous quote from JFK “Pray not for an easy life; pray for the strength to endure”   John encapsulates this “strength to endure” by daily…..)*
4. Gripping Story (*the best example of his personality can be summarized in a situation that happened a few months back.  During a very stressful time at the command John Jones….*
5. One word of caution ( *If you do select John Jones I do have a word of caution; John will not belong in this position before he fully masters his primary responsibilities and starts increasing his workload, shouldering more responsibility and possibility putting you or others out of work)*
6. One Unknown skill *(One unique skill that John Jones has is that he also a part-time violin player for the Oregon Symphony. This shows his multi-dimensional ability……..)*
7. Aptitude for future growth ( Not *only will John Jones excel as a supply officer, but he shows the aptitude and critical thinking ability for the type of leader that we would expect as a Future Admiral)*
8. Leadership ability (*while John Jones is a technically proficient supply officer, his real skill is in leading a team of logistics professionals. Just last week John…….)*
9. A failure that shows growth and development and willingness to face a challenge (*While it may be unconventional to discuss a failure in a recommendation letter I believe this story is instrumental in understanding John’s character.  Just last month John was tasked with the implementation of an experimental program that involved the tracking and management of 200 vehicles spread over three states.  While the program was ultimately unsuccessful, John maintained an upbeat attitude, took full responsibility, and deliberately worked each and every issue.  Even though he was not involved in planning this program, he worked it as if the idea was his very own.  )*
10. Last book he read (*John also happens to be a voracious reader who just finished the Entire Horatio Hornblower series…..)*
11. Soft Skill (*While John Jones excels at all the typical naval traits, his strongest attribute by far is his ATTITUDE. No matter how heavy the workload,  how dire the environment, or how at risk the mission John’s attitude constantly shines through. Even during RIMPAC 18, our most physically and mentally taxing exercise John was both a light to his team and leadership. I remember frequently walking on the watch floor tired, hungry, and stressed only to be picked up by his smile, warmth, and command of the situation.  Regardless of his many “FITREP talents”, attitude is what John is known by.* )
12. Final closing –  confidence you have in the individual, future aptitude, and final recommendation.
13. Hand Written notes.

such as:

* *Select her now and then assign her to my Team/Command/Unit.*
* *Not only is she a must select, but should be at the very top of your selection pile*
* *Select now, You will not regret it!*