

# REQUEST FOR A LETTER OF RECOMMENDATION

Form and suggestions for both the student and the writer

## STUDENT FILLS OUT THIS PAGE:

(When asking someone for a letter of recommendation, submit this form and copies of your Activities Chart and transcript along with a business envelope addressed to the scholarship committee to which you are applying.) Make your request at least two weeks before the letter is due!

NAME OF STUDENT \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_ DATE LETTER IS NEEDED \_\_\_\_\_

NAME OF SCHOLARSHIP \_\_\_\_\_

SCHOLARSHIP ADDRESS \_\_\_\_\_

SPECIAL REQUIREMENTS OR OTHER INSTRUCTIONS \_\_\_\_\_

CONFIDENTIAL? (circle) Yes No BUSINESS LETTERHEAD REQUIRED? Yes No

Deliver or Mail in attached envelope, OR Student will pick up (date) \_\_\_\_\_

To help people write better Letters of Recommendation for you, take a moment to answer these questions:

1. What are your academic goals including your intended college major?
2. What are your career goals, where do you see yourself in ten years?
3. What distinguishes you from other applicants?
4. What do you hope a Letter of Recommendation will say about you?

## **INSTRUCTIONS for the WRITER:**

If letters are confidential, they must be in a sealed envelope with the writer's signature across the back seal and the scholarship name on the front of the envelope

## **How to Write a Letter of Recommendation:**

### **Suggestions for the writer**

Thank you for your willingness to write a letter of recommendation for this student. Your time and effort in this endeavor are appreciated, as is your willingness to "gift" the student with your recommendation.

The student should allow you enough time to comfortably write a letter -- two weeks minimum.

In general, your letter should be a discriminating evaluation of the student's abilities. You may also discuss special circumstances that might not be apparent in the student's profile.

If you do not feel comfortable either with the amount of time the student has given you OR with the request, please do not feel guilty saying NO. "NO" can be very good learning experience.

### **Sample Outline for Letters of Recommendation:**

#### **Paragraph One: Introduction**

- Mention the name of the scholarship.
- State in what capacity you know the student and for how long.

#### **Paragraph Two: Academic & Activity Record**

- Tell about the student's attitudes, intellectual curiosity, initiative, drive to succeed, study habits, etc.
- Tell any information you have about special academic distinctions, if any (refer to the student's Activities Chart).
- Write about school activities and/or community service for which you have first hand knowledge of the student's involvement -- please give details.

#### **Paragraph Three: Character and Personality Attributes**

- Illustrate any values or virtues by specific examples, if possible, i.e., leadership, self-confidence, honesty, integrity, concern for others, reliability, emotional maturity, initiative, independence, citizenship, etc.
- Discuss any distinguishing characteristics.

#### **Last Paragraph:**

- List the student's goals and your prognosis for his/her success.
- You may want to make a statement of degree to which you recommend the student ("highly", "strongly", "with confidence", "without hesitation").