

LETTERS OF RECOMMENDATION

Most scholarships require two or three letters of recommendation. These recommendations are crucial aspects of your application. They give the scholarship granters a chance to see how others view you. You should think carefully about whom you ask. Start with professors, advisors, counselors, coaches, mentors, high school teachers, employers, and other distinguished persons. You also need to think about how you ask for your references.

WHO SHOULD YOU ASK?

FACULTY

- Taught a class in which you did well
- Know your abilities, strengths, and potential
- Worked with you in some capacity outside the classroom

STUDENT SUPPORT PROVIDERS AND THOSE OUTSIDE OF ACADEMIA

- Academic advisors and career counselors
- Mentors, coaches, employers, and other distinguished persons
- Persons who know you on a professional level
- Able to highlight qualities relevant to the scholarship

TIPS

- Do not ask family members
- Only use high school teachers if you are in your first year of college
- Recommenders need to know specific things about you and should have a sense of your potential for success and leadership

HOW SHOULD I ASK?

- Be courteous and professional
- Ask recommenders if they have time to write a quality letter
- Ask at least 4 weeks before you actually need the letter
- Schedule an appointment with the individual to discuss the scholarship
- Type out your name, what course you took and when, the grade you received, and any other information to help them write the letter
- Most scholarships have a particular focus such as financial need, community service, or leadership. Inform the recommender of each scholarship's mission
- Provide information on your additional activities if they are relevant to the scholarship

WHAT SHOULD BE IN THE LETTER?

- The capacity in which the person knows you
- Amount of time they have known you
- Explanation of your financial need (if applicable)
- Specific instances of your academic prowess, leadership capacity, creativity, or other assets

REMEMBER

- Solid references can be the deciding factor in scholarship awarding
- Give your recommenders sufficient time to complete their letters
- Your college professors will be some of your best recommenders
- If you have not already, begin developing relationships with your professors now!
- Thank your references! You may need to use them again