



My information for a letter of recommendation

Today's Date: _____

MY NAME: _____

My phone number: _____

My E-mail: _____

This scholarship is primarily chosen based on this criteria:

- | | |
|--|---|
| <input type="checkbox"/> Academic ability | <input type="checkbox"/> Work experiences |
| <input type="checkbox"/> Community service | <input type="checkbox"/> Athletic involvement |
| <input type="checkbox"/> Volunteer experiences | <input type="checkbox"/> Other: _____ |

Current GPA: _____

Best SAT Score: _____

of times taken: _____

Name of scholarship you are applying for: _____

What have you done so far to prepare yourself for applying for this scholarship/job?

I attached a resume with a list of my work, volunteer, athletic, and community experiences, along with what I accomplished while engaged in each.

My future career goals and plans are _____.

How will this scholarship/job benefit you? _____

May I please have the letter of recommendation on or before: _____.

Suggestions for People Writing Letters of Recommendation



This student has asked you to write them a letter of recommendation because they feel that **you** **know them the best** in the field that they are applying for. Be honest with them if you feel you are not the best person to write the letter. Help them choose one who would be a good one.

Some Tips and Pointers to People Writing Letters of Recommendation:

However, if you do say “yes”, please ensure you can help them by referring to the following helpful hints in writing a good letter of recommendation:

- ✓ Type the letter
- ✓ Address it to the person/committee that they requested on the reverse side of this sheet
- ✓ Perhaps include a short anecdote/story that you remember about the student personally that sets them apart. Talk about that in your letter.
- ✓ Write to the scholarship topic – if the scholarship is based on volunteer work, then focus your letter on their volunteer work, etc.
- ✓ Identify specific skills that they have that set them apart from other applicants
- ✓ Explain specific instances that show they are the best applicant
- ✓ Expect the student to proofread your letter (they have been told to)
- ✓ If the student comes to you after proofreading it and notices any errors/inaccuracies, please kindly make the changes for them.
- ✓ Sign the letter with blue/black ink to verify it.
- ✓ Save the letter in case they ask you again later in the year (that way you can just change who it is addressed to and the date). This will save you much time and effort.