



Student Information for SCHOLARSHIP Recommendation Letter from a Teacher

Date Received: _____

- Students are encouraged to turn this in to their teacher/coach **2 weeks prior to recommendation deadline.**
- Along with this request, students should include envelopes needed for the letter. Have it sealed, and the seal initialed by the writer, then returned to student to deliver to the Career Center with the application and possible transcript request.
- DO NOT request a recommendation letter unless the scholarship REQUIRES a letter

Student Name: _____ Cell # _____

Student Email _____

Schools applied/accepted to: _____

Letter Request due date: _____

Title & Description of Scholarship: _____

1) List your career interests and/or college majors. Explain your choice. _____

2) List the classes/activities in which you had contact with the letter writer, and circle grade(s): 9 10 11 12

3) Describe specific projects, assignments, tests, activities, accomplishments, scores, skills, or successes you remember from this class/activity. The more specific you can be the more helpful it is to the writer.

4) Describe school and community achievements (including jobs) this letter writer might be able to include in a letter about you:

5) What is unique about you?

6) What would be important for others to know about you as a student, a person, and a leader?

Scholarship Letter of Recommendation Guidelines

****Keep in mind that writing a good letter of recommendation takes the writer at least 30 minutes and often longer.**

When to ask:

- Ask at LEAST two weeks before you need the letter, but even earlier if you can
- If you need multiple copies of the letter, organize everything and ask all at once
- Only ask for a recommendation letter if required by scholarship

What to bring:

- Recommendation Request form filled out completely, thoughtfully, and honestly
- Plain envelopes for each letter
- If you are applying for a scholarship, provide a copy of the description of the scholarship so that the writer knows what to emphasize
- **Note:** College application recommendations are done differently. If applying to colleges use the College Recommendation Request form.

When Complete:

- Students should have the writer seal their letter, initial the seal, and return it to them in order to bring the entire application and materials (and any transcript request) to the Career Center for mailing.

Who to ask?

- Someone who knows your strengths
- Someone who can give specific examples of your academic successes, strengths, or talents in the classroom, activity, or sport.
- Consider that some teacher/coaches/advisors write many letters each year. If those letter writers know you best then no problem, so be sure to think it over.
- Do NOT ask for letters that you don't need or won't use
- Some scholarships do not ask for recommendation letters. Do NOT send one in those cases, and do NOT send more letters than required, it can work against you if you don't follow **exact directions!**

How to ask?

- Always go talk to the teacher and request your recommendation face to face
- If you add a recommender email to an electronic request go talk to the recommender so they have the information
- Never assume the recommender will not need more information 'GO SEE THEM'

Other Considerations

- Communicate clearly when and how you will pick up the letter
- Most colleges ask if you waive your right to see the letter. It is up to you but if you waive your right, you are saying that you are confident enough about yourself that you trust the writer

Follow Through

- Make sure to write a sincere thank-you note in a timely manner. It goes a long way and is important. A letter writer is more likely to help you quickly print additional copies later if you have shown appreciation for their time and effort.
- Follow up when you receive scholarships. People appreciate when someone sends an email or stops by to say, "Hey thanks again, I got the scholarship!"