

Baldy View ROP Letter of Recommendation Guide

Recommendation Source: “Who to Ask”

Choose recommenders who can speak to your strengths, growth, and character:

- Teachers, mentors, coaches, counselors, clergy, or school administrators who know you well and have observed your performance, leadership, or participation.
- The stronger your relationship with the recommender, the more insightful their letter will be.
- Family members or relatives may not provide recommendation letters under any circumstances.

How to Request a Letter of Recommendation

Request your letter in a way that is respectful and professional:

- Ask directly, preferably through a phone call. A personal request demonstrates maturity and appreciation.
- Ask teachers during office hours or after class.
- Provide your recommender with:
 - The deadline (February 6, 2026)
 - Any submission instructions
 - A copy of your brag sheet, résumé, or list of accomplishments

Required Letter Components

Your recommender’s letter should address the qualities and experiences that best reflect your readiness for scholarships and future opportunities. Strong letters typically include:

- **Leadership Skills**
Specific examples showing how you guided, influenced, or supported others.
- **Positive Character Traits**
Descriptions of your integrity, dependability, initiative, kindness, or other attributes.
- **Perseverance and Determination**
Examples of challenges you have faced and how you overcame them.
- **Soft Skills / Employability Skills**
Communication, teamwork, professionalism, time management, and adaptability.

When to Ask

Be timely and respect your recommender’s schedule. Request your letter as early as possible.

- Allow ample time for your recommender to write a well-developed letter.
- Follow up politely if necessary but avoid pressuring them.

Professional Courtesy

Always demonstrate gratitude and professionalism:

- Thank your recommender in person, by phone, or with a handwritten note.
- Let them know you appreciate their support in helping you apply for Baldy View ROP Student Scholarships.