



Date:

Students Name,

Subj: Letter of Recommendation

Quality reference letters should compose these elements:

- The letter of reference/recommendation should have a short greeting from the reference
- There should be at least some indication as to how the reference knows the applicant in the past if applicable, currently, and any knowledge of the applicant outside of the classroom or place of work will strengthen the letter.
- **Student's should provide references with some back ground information to include short, medium, and long range goals; major, hobbies, interests and any challenges the student may have overcame. (approximately 5-8 Sentences, one paragraph).**
- The letter should also indicate the virtues or qualities of the applicant, and any special attributes or conditions that make the applicant a better candidate than other applicants.
- The letter should also represent the applicant's potential for achievement and future goals, if possible.
- **REMEMBER:** Scholarship "Reference/Recommendation Letters are a "Third Persons Point of View of the applicant" you are providing a "**3-Demesional image of the applicant**"
- Length of the letter should not exceed **one** page; strength on length is more meaningful.
- **PLEASE REVIEW THE TWO EXAMPLES**

Sincerely,

Reference's Full Name

Title

Business/College or University

Contact address and/or number



# Good Example

June 20, 2018

Sally Smith,  
Cuyamaca College

Subj: Letter of Recommendation

Ms. Smith,

Was a student in Discrete Mathematics 245 course during the Fall 2017 semester. Her performance in my class was exemplary. Her final standing was A-, which is very good as the academics in my courses are as challenging, at any institution. However, that was just her academics; Ms. Smith is far more than her academics, she continues to strive to overcome a challenging past that left her alone and permanently separated from her siblings as a Foster Youth.

Understanding this, means that one of her greatest unspoken challenge is finding tuition funds every semester. This can be elevated to some extent through the help of your scholarship. Ms. Smith is dedicated to her education. She eventually plans to transfer to San Diego State University and earn her Bachelor's degree in Mathematics and her Teaching Credential. Part of her desire to give back is due to her time spent as a Foster Youth and hours working in our Math Tutoring Center, where she volunteers 10 -12 hour a week helping fellow students. I believe the tutoring only bolsters her natural desire to become a teacher.

This motivation to become a teacher and to help others discover the excitement she feels about mathematics and about education is her driving force for educational discovery. Her only challenge is her ability to fund her education. Because of her deep desire to help others and to seek higher education, I highly recommend her for any scholarship for which she may be eligible.

Sincerely,

Alice Longbottom  
Mathematics Professor  
Cuyamaca College  
900 Rancho San Diego Pkwy.  
El Cajon, CA 92019



**Bad Example**

June 20, 2018

Sally Smith,  
Cuyamaca College

Subj: Letter of Recommendation

Ms. Smith,

Was a student in Discrete Mathematics 245 course during the Fall 2017 semester. Her performance in my class was exemplary. Her final standing was A-, which is very good as the academics in my course is challenging at any institution. In the course, some of the topics included Algorithm, Logic, Complete and Cycle Graphs, Pascal's Triangle and Fibonacci number as well as may other topics. Ms. Smith completes all of these without fail.

I have talked to Ms. Smith I understand she wants to attend San Diego State University and earn her Bachelor's Degree in Mathematics and eventually her Teaching Credential. These are highly commendable goals and I am sure she can achieve them when she puts her mind to them.

Because of her desire to seek higher education, I highly recommend her for any scholarship for which she may be eligible.

Sincerely,

Alice Longbottom  
Mathematics Professor  
Cuyamaca College  
900 Rancho San Diego Pkwy.  
El Cajon, CA 92019