

Letters of Recommendation

Students will be required to include 3 Letters of Recommendation when applying for local scholarships

- 2 letters from Teachers/Faculty Members at schools you have attended. These people should know you well and be able to write about your qualities, work ethic, behavior and goals related to education.
- 1 letter from a Community Member/Work Supervisor who can speak about you as a potential scholarship recipient.
- Enclosed you will find a Personal Data Form & Requests for Letters of Recommendation. Be sure to provide these documents to all individuals who agree to write a recommendation letter for you.

**LETTERS OF RECOMMENDATION
PERSONAL DATA FORM**

It is **IMPORTANT** that this form be filled out accurately and completely to aid in preparing the recommendation for your use in applications for college or employment.

Student Name: _____

GPA: _____ **Rank in class:** _____

Describe your college/career plans:

List advanced courses which you have completed or in which you are currently enrolled (i.e. AP courses, Math, Physics, etc.):

List clubs, activities, sports, and/or student government participation (indicate grade levels and offices held):

List any awards and/or honors you have received:

Describe community service or church activities in which you have participated:

Describe work or volunteer experiences you have had:

Describe your travel experiences:

Discuss your personal and professional goals:

Three words that describe your intellectual personality:

1. _____ 2. _____ 3. _____

Three words that describe you, outside of academics:

1. _____ 2. _____ 3. _____

If there is something special or unique about you that you would like to have mentioned in the letter, please explain:

REQUEST FOR LETTER OF RECOMMENDATION (*COMMUNITY MEMBER*)

A community letter may be written by an employer, a leader of a community-based organization such as Scouts, church youth group, etc., or by a neighbor or family friend.

TO THE LETTER-WRITER:

Please write a letter of recommendation for: _____

- This letter should include the following:
 - Use business or organization letterhead if available
 - Date the letter
 - Limit the length of the letter to the front of one page
 - Make right and left margins at least 1 1/4" to allow for binding
 - Address the letter "To Whom It May Concern" or "Recommendation for _____" so copies can be used for a job or school application. *Do not address the letter to the Scholarship Committee.*
 - The following is a list of criteria you may wish to consider in your evaluation: How long have you known this student? In what capacity have you known him/her? What characteristics do you see in this student which should help him/her succeed in attaining any goal he/she chooses to pursue?
 - Please use pertinent information in your letter which sets this student apart from others. Be specific; use examples to illustrate your points.
- In order to assist you in writing a meaningful letter of recommendation, this student has been asked to provide you with a student information sheet.
- You may wish to keep a copy of the letter for your files.

Please complete the letter by _____. Help the student meet his/her deadline.

REQUEST FOR LETTER OF RECOMMENDATION (SCHOOL STAFF)

To: _____

Please write a letter for: _____

Due Date: _____

- Guidelines for writing the letter of recommendation:
 - Use letterhead, if possible
 - Date the letter
 - Limit the length of the letter to the front of one page
 - Make right and left margins at least 1 1/4" to allow for binding
 - Address the letter "To Whom It May Concern" or "Recommendation for _____" so that copies can be used for school or work application. *Do not address the letter to the Scholarship Committee.*
 - The following is a list of criteria you may wish to consider in your evaluation: scholastic ability, motivation, reaction to criticism, initiative, personality, integrity, cooperation, maturity, leadership qualities.
 - Please use pertinent information in your letter which sets this student apart from others. Be specific; use examples to illustrate your points.
- In order to assist you in writing a meaningful letter of recommendation, this student has been asked to provide you with a personal data form.
- You may wish to keep a copy of the letter for your files.

Please complete the letter by _____. Help the student meet his/her deadline.