

Letter of Recommendation Guidelines

Recommendation letters should provide information that demonstrates that the applicant meets the requirements and expectations of the scholarship and should focus on information and insight not found or clear otherwise in the application. The recommender should be fully aware of the applicant's academic history, interests, and goals.

- Letters need to be addressed to the Disability Resource Center's Scholarship Committee
- Letters need a handwritten signature
- Letters do not need to come from faculty members or be written in an academic style. It is quite welcome to have non-university personnel write letters to discuss a candidate's leadership or service.
- Letters should include the relationship between the applicant and the writer and give an overall picture of the applicant's personal characteristics, performance, experience, strengths and capabilities.

Typical Format

Letters of recommendation typically follow this basic outline:

1. A salutation, such as "Dear selection committee."
2. An introduction, in which the relationship between the writer and the student is made clear.
3. Body copy, in which the writer outlines the reason that the student should be considered for the scholarship
4. A summary, in which all the points above are reiterated and words of thanks for consideration are utilized
5. A signature, along with contact information