

Guidelines for Writing a Letter of Recommendation

As a courtesy, decline writing a letter of recommendation if you do not feel comfortable making really positive comments. Your letter may determine the award of money necessary for the student's education. If the deadline does not fit into your schedule, refer the student to someone else.

1. Introduce yourself and describe your qualifications to assess the applicant.
2. Explain how you know the applicant, for how long and under what circumstances.
3. Supply specific factual evidence that will support the conclusions that you want the reader to infer.
4. Compare the applicant to other people you have observed
5. Try to make the applicant come alive as a person by:
 - A. writing in such a way that it is clear that you know the applicant;
 - B. writing so that you convey your enthusiasm about the applicant.
6. At all times imagine that you are a witness in a trial. You must show that you are qualified to make judgments about the applicant, have had the opportunity to observe the applicant, have actually observed the applicant and support the applicant both as an individual and in comparison to others that you have observed.

Please use the following letter specifications:

- Use college or business letterhead.
- Select Times New Roman or any font that is similar in simplicity.
- 12 or 14 size font is suitable.
- Keep margins and format balanced.
- Type student's name in the upper right hand corner.
- Below the student's name, type the social security number.
- Type Letter of Recommendation on the top of the page, centered.
- Make several copies for use with other scholarship applications.
- Please do not fold.
- Return in the enclosed envelope.

The above guidelines are based on directions given by many organizations offering scholarships to students. Consistency makes the review process easier for the committees judging the hundreds of applications received. Since many qualified students are eliminated for not following directions, it is imperative that all documents submitted look neat, organized and professional.

Thank you for taking the time to write on this student's behalf.

Eve-Marie Andrews