



### How to ask for a letter of recommendation for a scholarship application:

You have an amazing opportunity to ask someone to write about you and to receive a recommendation for a scholarship. There are several tips to remember as you go about this process:

When you are thinking about who to choose, there are a few things to keep in mind:

- Someone who knows you well
- Someone who knows your efforts
- Someone who can speak about your growth

This could be a teacher, employer, guidance counselor, coach, community member, volunteer supervisor, etc. **\*A parent or a relative may not be used as a reference**

Which Recommender?

You can ask any of these adults in your life, but a more recent person might be a good idea as you are fresh in their minds and can easily speak about you

Extra Information:

You may choose to give your recommender additional information about your scholastic, leadership, cultural, social, volunteer and work activities which round out their view of your potential as a scholarship recipient.

How much time do you need to give?

You can ask early, let them know you would like a letter and follow up later. Give at least a month before the recommendation letter is due

Make an appointment to ask your recommender and discuss the opportunity

Give all the details needed for the recommendation letter:

Your Name, class rank and what they taught you (For a teacher), what scholarship fund, email, contact information, what year and the due date for the letter

How to submit the recommendation letter; through email or a sealed envelope for you to submit with your application

If your recommender is a teacher, school coach or guidance counselor, your school might even have a form for all the information so check in with your guidance counselor's office

Follow up all the information with a kind, informative email

Two Weeks before the due date, reach out and thank your recommender and ask if there is any other information that is needed

After the recommendation is given, remember to write a thank you email or a thank you card to let them know how much you appreciate their time