



Letter of Recommendation Tips

When applying for scholarships, you will need to request a Letter of Recommendation.

- What is a Letter of Recommendation?

A Letter of Recommendation describes a person's qualifications and skills as they relate to employment, education or in this case, scholarship awards. These letters typically come from employers, professors, coworkers, or teachers. They discuss the qualities and capabilities that make the candidate a good fit.

- When you are thinking about who you want to request your Letter of Recommendation from, ask yourself if this person is someone who knows you well enough to speak about your character and growth. Examples:
 - Teacher or coach
 - Manager/Supervisor from your place of work
 - School counselor
 - Community member

Please note: a parent or relative may not be used as a Recommender.

- How far in advance do you need to request a letter from your Recommender?
 - The earlier the better. It is important to give your Recommender enough time to write your letter to ensure they submit it by the application deadline.
- What information should I provide my Recommender to ensure that I have a strong letter of support?
 - Ask your recommender to share information about you that might not have otherwise been captured in the application.
 - If you are a current high school student, your counseling office may have a template for you to complete for requesting letters.
- Once you send your Letter of Recommendation request for a scholarship application, your Recommender will receive an email from the Community Foundation's online application notifying them of:
 - Your name
 - What scholarship you're applying for
 - The deadline for them to submit the letter
- Two weeks before the due date, follow up with your Recommender if their letter has not been submitted, send an email reminder to reaffirm the due date and ask if there is any other information you can provide them with.
 - When your Recommender has uploaded their letter, you can see it has been submitted on your application.
- Once the letter has been submitted, be sure to follow up with a thank you email or card to show them how much you appreciate them taking the time to write you a Letter of Recommendation.