

Scholarship Application Workshop Recommendation Letters Worksheet

Letters of recommendation and your school transcripts are used to corroborate the information you have provided in your personal statement. The transcript shows the results of your academic efforts while your letters show how earnest you are about your goals and how you are a responsible student (in other words, your ability to achieve in your studies and to complete your studies). Most scholarships require two letters of recommendation.

Since you are applying for financial assistance for your education, you will make the best impression if you use letters written by people who have observed you in class—in other words, faculty members. In a pinch you can use employers as long as they speak to how responsible you are as an employee—your ability to achieve and complete in your working situation.

If you are using an on-line application, make sure you personally contact the recommender to secure his/her agreement to write the letter BEFORE you have the on-line application program send an e-mail request.

Factors to consider when selecting faculty:

- A class in which you are a responsible student. Are you keeping up with the coursework and attending every class session?
- A class in your major.
- An instructor with good communication and writing skills.

Tips for getting to know faculty members:

- Introduce yourself before/after class and make some comments or have questions regarding the class. (Hint: You can even know the answer to question. The goal here is to begin a dialogue so you can get to know each other, not necessarily to get your question answered.)
- Utilize faculty office hours to get to know your instructors.

When you ask for a recommendation, provide:

- ✓ Student Profile
- ✓ A list of the scholarship criteria
- ✓ The date by which you need the letter (a week or so before the application due date)

Follow up with the instructors:

- Send thank you notes.
- After you hear whether or not you got the scholarship let your recommenders know.

After considering all these factors, identify three people to “cultivate” as possible letter writers.

Name	Plan for initial contact (if needed)
1.	
2.	
3.	

Remember: Most faculty members are delighted to be asked to write recommendations.
They take it as a compliment!