

Writing a Good Letter of Recommendation

A letter of recommendation is a critical component of a student's scholarship application packet. A committee of reviewers considers these letters very carefully when making award decisions. At a minimum, a good letter of recommendation should contain the following:

- Date that the letter was written
- Recommender's contact information including the following: name, title, company or educational institution, mailing address and/or email address, phone number
- Use complete sentences, correct grammar and spelling, etc. Although it will not be turned over to the grammar police, the letter will be read by college faculty.
- How long have you known the candidate?
- Briefly, describe how you are acquainted with the candidate. Although Mom and Dad can write an amazing letter for their child, family members are not the best choices for writing a letter of recommendation for an academic scholarship. The letter should come from an employer, a professor or teacher who is familiar with the student's work, or a counselor.
- Describe the specific reasons (i.e. skills) the candidate is deserving of the opportunity.

For specific examples, please visit

<http://jobsearch.about.com/od/referencesrecommendations/a/academic-recommendation-letters.htm>