

WRITING A LETTER OF RECOMMENDATION

As an employer, coworker or friend, you may at some point in your career be called upon to write a letter of recommendation. If you are unsure about how to go about it or simply don't know what to say, here are some tips about what to include and how to structure a typical letter of recommendation. This information may also be useful if you request a letter of recommendation from someone who is not familiar with how to write one.

First Paragraph – Start out by specifying in what capacity and for how long you have known the person whom you are recommending. If the person is an employee/coworker/student, indicate the term of employment/education, the responsibilities of the position, and any significant projects undertaken by the individual. You may wish to include a sentence about the nature of your company and its activities. If you are an instructor, indicate which classes the individual has attended and how they have done academically. Here, you can also give a one-sentence summary or overview of your opinion of the recommended individual.

Second Paragraph – In the next paragraph provide a more detailed evaluation of the person as an employee/student/friend. Describe his/her performance on specific assignments and list any important accomplishments. What are the individual's strengths or weaknesses? What was it like to interact with him/her?

Third Paragraph – To sum things up you can make a more broad characterization of the individual and his/her demeanor. Overall, was the person responsible, polite, warm, disagreeable, lazy or spiteful? Finally, indicate the degree to which you recommend the individual for the scholarship he/she is seeking: without reservation; strongly; with some reservation; or not at all.

Before writing the letter, you may want to ask the person for a list of his/her projects, since you probably will not be aware of all the work they've done. Finally, if you have not had much contact with the person, you may be better off declining to write the letter of recommendation, rather than putting together something vague and dispassionate.

Scholarship Recommendation Request Form

Student Name: _____

Relationship to author: ☐ Instructor ☐ Counselor ☐ other: _____

If relationship is to instructor please list classes you were enrolled in.

Class: _____ Qtr: _____

Class: _____ Qtr: _____

Class: _____ Qtr: _____

PLEASE INCLUDE COPIES OF SCHOLARSHIP INFORMATION AND BROCHURES

Name of Scholarship: _____

Closing date for application: _____

Student's Address: _____

Deliver recommendation to student. ☒ Yes

Specific information that the scholarship committee desires to be addressed in the recommendation:

The scholarship committee may desire information protected under the Federal Education Rights and Privacy Act. This includes, but is not limited to, grade point average, class performance and attendance, and individual course grades, etc. By signing below you grant the author the right to include this information in the letter of recommendation.

Signature

Date