

**VIRGINIA**  
**LETTERS OF RECOMMENDATION**  
**PACKAGE**

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U.S. Legal Forms™ thanks you for your purchase of a Letters of Recommendation Package. This package is an important tool for use by students and professionals who wish to apply for academic admission or scholarship and/or employment.

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### **I. FORM LIST**

With this Letters of Recommendation Package, you will find forms often used by persons seeking recommendation for receipt of a scholarship, admission to an academic program/institution or hiring by an employer.

Included in your package are the following forms:

1. Recommendation Letter for Academic Admission
2. Recommendation Letter for Academic Scholarship
3. Recommendation Letter for Employment

## II. DESCRIPTIONS OF FORMS

Brief descriptions of the forms contained in your U.S. Legal Forms™ Letters of Recommendation Package are found below.

### **Recommendation Letter for Academic Admission**

This form is a template for a letter of recommendation for admission to an academic institution and/or program and can be adapted to fit your particular circumstances.

### **Recommendation Letter for Academic Scholarship**

This form is a template for a letter of recommendation for receipt of an academic scholarship and can be adapted to fit your particular circumstances.

### **Recommendation Letter for Employment**

This form is a template for a letter of recommendation for an employment position and can be adapted to fit your particular circumstances.

If you need additional information, please visit [www.uslegalforms.com](http://www.uslegalforms.com) and look up forms by subject matter. You may also wish to visit our legal definitions page at <http://definitions.uslegal.com/>

## III. TIPS ON COMPLETING THE FORMS

The form(s) in this packet may contain “form fields” created using Microsoft Word or Adobe Acrobat (“.pdf” format). “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

It is also helpful to be able to see the location of the form fields. Go to the View menu, click on Toolbars, and then select Forms. This will open the Forms toolbar. Look for the button on the Forms toolbar that resembles a shaded letter “a”. Click this button and the form fields will be visible.

By clicking on the appropriate form field, you will be able to enter the needed information. In some instances, the form field and the line will disappear after information is entered. In other cases, it will not. The form was created to function in this manner.

#### **IV. DISCLAIMER**

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