

LETTER OF RECOMMENDATION FORM FOR COLLEGE STUDENTS

Applicant Information

Complete the section below on the computer before submitting to your selected individual. This scholarship requires a total of two letters of recommendation (one personal and one professional). Please refer to the scholarship's informational page for a detailed listing of required forms.

Name (Last, First, Middle): _____

Address: _____

City, State, Zip: _____

Recommendation requested from: _____ Phone: _____

Personal or professional recommendation: _____

For professional recommendations, is it from a civic organization, volunteer organization or previous employer?: _____

Relationship to you (ie: supervisor, co-worker, officer, friend): _____

Return to applicant by: _____

Scholarship applying for: _____

The above named student is applying for a scholarship and is requesting a letter of recommendation from you. This reference of personal character provides the scholarship committee with a more in-depth perspective of the applicant. Please take a few minutes to truly reflect on the applicant and include any information you feel would be beneficial to know.

If you are unable to complete this letter by the deadline, please notify the applicant so that he/she may secure another reference.

When providing this letter of recommendation:

1. Please type your letter on a separate sheet of paper. Sign below and attach this form to your letter.
2. Please incorporate the following topics in your letter:
 - Characteristics, skills and potential needed to achieve educational goals
 - Communication skills, determination and persistence
 - Organizational skills and time management abilities

Recommendation provided by: Signature: _____

Date: _____