

TIPS FOR WRITING RECOMMENDATION LETTERS

Address the *Letter of Recommendation* "To Whom It May Concern." It is usually appropriate and sufficient unless the student specifies that the letter of recommendation is to be addressed to a specific scholarship name or organization. Emphasize the character qualities of the student in the recommendation letter, why you believe they will be successful in the future, and why they deserve a scholarship. Save the letter of recommendation on a computer for future reference or in case the student needs another recommendation letter. Print five copies on official letterhead of your school, business, or organization.

Some descriptors or phrases that could be used if appropriate are:

1. I have not known a more dedicated and exceptional young (man/woman) that has beat all the odds. (Student's name) is a first generation college student. (Student's name) is the first in (his/her) family to graduate from high school and go to college.
 2. It is with pleasure I write this letter of recommendation letter for (student's name). I have had the delight of having taught (student's name) in (name of subject or courses) and have found (him/her) to be one of the most talented students I have ever come in contact with during my teaching career.
 3. (Student's name) struggles have taught (him/her) responsibility, determination, and have strengthened (his/her) character. (Some specific character qualities could be mentioned if applicable to the student such as: diligence, perseverance, punctuality, leadership, compassion, initiative, integrity, responsibility, determination, enthusiasm, dependability, honesty, gratefulness, nurture, and creativity.)
 4. (Student's name) demonstrates the character qualities of _____. (Student's name) displays the character qualities of friendliness, compassion, respect, and politeness. (Also, if possible, give a specific incident where this character quality was demonstrated.)
 5. (Student's name) has a well-rounded personality. (Student's name) exhibits character qualities that would make (him/her) a most desirable candidate for a scholarship. (Name one or more character qualities). In my opinion, (Student's name) has the character qualities and characteristics to be very successful in life. (Name one or more qualities)
 6. (Student's name) is extremely self-motivated (or is a self-starter) to learn and I think this is quite evident from his transcript and the high academic level of courses (he/she) has pursued through (his/her) high school career. (Student's name) goes beyond the required class time to understand and grasp academic material. (He/she) has excellent work habits and I can honestly say (he/she) is capable of achieving any goal (he/she) may set for (him/herself).
 7. (Student's name) is very articulate and is well liked by all of (his/her) peers. I have seen (him/her) work extremely well with others and also go out of (his/her) way to help a fellow classmate understand a particular concept.
 8. Of special interest is (his/her) community service with (name the community service activities). (Describe what the student has learned through the community service activities. Discuss any of the student's honors, awards, leadership positions or school activities.) Forced to face great difficulties, all ((Student's name) energies have been directed to help others. (Student's name) makes a difference in the lives of (list who the student is impacting....at-risk or academically struggling or handicapped, elementary students, elderly....as a mentor or tutor).
- Please give (him/her) the utmost consideration for a scholarship. Without a scholarship (Student's name) will have difficulty reaching (his/her) dream of becoming (list student's career goal). I highly recommend (Student's name) for your scholarship and I feel that (he/she) will use the scholarship to not only improve (his/her) knowledge base, but also help to make the world around (him/her) a better place. (Student's name) will be a positive addition to any institution and is an excellent choice to receive this scholarship.