



HOW TO ASK FOR (AND GET) STRONG LETTERS OF RECOMMENDATION

1. Ask someone who knows you well and who will be able to discuss in specific detail what distinguishes you.
2. Ask well in advance of the deadline.
3. Ask: "Do you feel you know me well enough to write a strong letter of recommendation for xyz scholarship?"
4. Provide a current list of your strengths (see attached form).
5. Attach a copy of any essay you were required to write for the scholarship application.
6. Provide information on the focus of the scholarship.
7. If the letter of recommendation is to be confidential, provide an addressed, stamped envelope.
8. Mind your manners! Thank the person and be sure to let them know if you are awarded the scholarship!!!
9. If you are awarded a scholarship, be sure to send a formal thank you letter to the scholarship committee,
