



Tips for Obtaining Letters of Recommendation

Many scholarships applications require letters of recommendation from faculty, supervisors and/or community leaders. Below, you'll find some helpful tips:

- Get to know your professors!
 - Ask questions
 - Engage in classroom discussions
 - Visit them during office hours
 - Stay after class

WHY? Let them know who you are, your goals for the course, your career goals, target universities, etc.

- Get to know your work supervisors, community leaders, clergy, etc.
- Ask at least 2-3 weeks in advance for the letters. After receiving an affirmative response, immediately provide a packet to them which includes:
 - A Cover page
 - Thank you for agreeing to write...
 - General information about the scholarship(s) to which you are applying
 - Due date
 - To whom the letter should be submitted (if to an agency, include an addressed, stamped envelope)
 - A personal summary to include (can be your personal essay):
 - Personal background
 - Educational background/goals
 - Work/career background/goals
 - Major Honors and Achievements
 - Involvement in school/community
 - Other items important to you
- About 1 week before the letter is due, follow up with the letter writer. Recommend sending thank you note "Thank you for writing my letter of recommendation for..." This can serve as a gentle reminder if the person has not written the letter yet.
- If you are awarded with the scholarship, it is always a good gesture to let him/her know that you won (this will also open the door to possibly getting more letters in the future as needed!)

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