

Reference/Recommendation letters

Letters of recommendation typically follow this basic outline:

1. A salutation, such as “Dear selection committee.”
2. An introduction, in which the relationship between the writer and the student is made clear.
3. Body copy, in which the writer outlines the reason that the student should be considered for the scholarship – address the student’s achievements in academics, leadership, and service;
4. A summary, in which all the points above are reiterated and words of thanks for consideration are utilized
5. A signature, along with contact information

In addition to containing all of these elements, a formal letter of recommendation should be composed on a on letterhead and signed (digitally or ink signature). These are formal documents, and they should be treated as such.

Sample of a Recommendation letter

I am writing a letter on behalf of _____ for the _____ Scholarship.

I came to know _____ when he/she was student in my _____ class. He/She immediately rose to the top of the class, distinguishing themselves as a bright, inquisitive, energetic scholar.

_____ is popular among students and professors alike. He/She works well independently, but is also someone everyone wants to collaborate with. He/She is able to keep projects on track while making sure everyone in her group is valued and included.

He/She is also especially mature and resourceful. When a key supporter recently backed out of a research project, she came up with several ideas for alternate funding, and ultimately the money was secured and the project went forward as planned.

Without a doubt, _____ will continue to prove successful in future academic pursuits.

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