



## SCHOLARSHIP RECOMMENDATION LETTER

The Scholarship Committee appreciates your evaluation of this scholarship applicant's strengths and potential for future success. Your letter is not confidential. Please return the completed letter to the applicant.

Name: \_\_\_\_\_  
Last First

- Using the following questions as a guide, please write a one-page letter of reference.

How long have you known the applicant and under what circumstances have you become familiar with the applicant's capabilities?

Describe the student's academic strengths.

Discuss the applicant's potential for future success.

Describe any impediments or hardships of which you are aware that the applicant has had to overcome in order to attain academic success.

How would you rate the applicant's motivation and initiative in pursuing academic and career goals?

Do you have any basis on which to judge the applicant's leadership ability, either inside or outside of the classroom? If so, please provide specific examples.

Your comments are critical to the committee's decision. Please provide any other comments about the applicant (e.g. financial background, family responsibilities, extenuating circumstances, medical problems) that you feel the committee should know.

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Recommendation from: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Title: \_\_\_\_\_ Department: \_\_\_\_\_  
Staff or Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please type or print legibly

## Student Information for Letters of Reference/Recommendation

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

State your purpose for requesting this letter: \_\_\_\_\_

Date letter of reference is needed: \_\_\_\_\_ (Please give your  
references a minimum of 2 weeks)

**Print or type the following information and attach it to this form and submit both to  
the writer of your reference/recommendation:**

School related clubs & organizations: List names of organizations, years of membership  
and committees and/or offices held.

Sports: List sport, years played, level of competition, and positions held (captain, etc.)

Other school related activities: Band, choir, musicals, drama, Job Skills USA, FFA, etc.

Community clubs/organizations/groups, religious activities, volunteer projects, etc.  
List names, years of membership and details. Ex: 4-H, Youth Groups, Rodeo volunteer,  
etc.

List specific courses taken in high school that you would like mentioned:  
Ex: CAPP English/Calculus, Word Processing, Leadership, Woods, etc.

Jobs or Work Experience: List places and length of employment, and positions held.

Personal Characteristics: List characteristics that you feel the recipient of this letter is  
looking for. Ex: Dependable, Interpersonal Skills, Trustworthy, etc.

Awards and honors: List any awards/honors you received. Ex: Honor Roll, Badger  
Boys/Girls, National Honor Society, Wisconsin Leadership, FFA Chapter Award, etc.

Other information: Include any other information the writer should know that would be  
helpful in writing this letter for you.