

How to Ask for a Scholarship Letter of Recommendation

Asking for a Letter of Recommendation

Read the scholarship application to determine the correct person to ask for a Letter of Recommendation. A Recommender should be someone who knows you personally and can speak about your academics, ethics, or accomplishments. When you identify the Recommender, contact them and schedule a time to meet and discuss the scholarship criteria. Be sure to make your request **three to four weeks before** you need to submit the scholarship application.

Prior to meeting with your Recommender, review the **Student Checklist** and gather the necessary documents. Be conscious that instructors, counselors, and administrators are busy people and deal with many students; be considerate of their work schedule and availability. They know how important a scholarship is to you and consider the request seriously. You want to give your Recommender enough time and information to write you a favorable reference letter.

Who should you ask for a Letter of Recommendation?

Scholarships sometimes require students to include letters recommendations from specific individuals, ex. instructors, counselors, etc. Review the scholarship criteria for specifics on who you should ask.

What should be the focus of the Letter of Recommendation?

Refer to the application to determine the eligibility criteria. Is the scholarship based on academics, a specific major, financial need, a hardship you overcame, etc.? Once you are sure what the qualities, abilities, financial need or interest a scholarship is looking for you to have, ask the Recommender to focus on discussing that information within the letter of recommendation.

Official Letterhead

Letters of Recommendation should be on official letterhead and signed by the Recommender.

Thank You Letter

A “thank you” helps maintain a positive, professional relationship with the Recommender so be sure to send them a *thank you* note for their time and effort. You may want to ask them to save their letter in case you are applying for more scholarships and need another letter. Importantly, be sure to let them know if you receive the scholarship, we love to celebrate success.

Recordkeeping

Keep a file with the scholarships you apply for as a reference. If you do not receive the scholarship this year, please reapply next year.



SCHOLARSHIP LETTER OF RECOMMENDATION STUDENT CHECKLIST

SCHOLARSHIP NAME: _____ DEADLINE DATE: _____

NAME OF RECOMMENDER: _____

RECOMMENDER E-MAIL: _____ PHONE # (_____) _____

STUDENT CHECKLIST:

___	Is the person you are asking to write a recommendation letter someone who can speak about your academic merit, accomplishments, or a hardship you had to overcome?
___	Per the scholarship eligibility criteria, are there specific areas the Recommender should focus on, such as: academic merit, financial need, accomplishments, etc. List them here: _____
___	Contact the person you would like to request a letter from and schedule a date and time to meet. Date: _____ Time: _____
___	If the person agrees to write a letter for you, provide them with the following: ___ Your contact information: phone number and e-mail address ___ Copy of the scholarship application with the deadline date highlighted ___ A current, <i>unofficial</i> MiraCosta College transcript (print from <i>Surf</i>) ___ An updated resume ___ Personal Statement listing your career and education goals, extracurricular activities, and information about yourself you would like to share. ___ Include a picture of yourself, which is helpful particularly if the Recommender deals with many students
___	If you cannot meet with the Recommender in person, send them the above information
___	Arrange a date/time to pick up the recommendation letter: _____ ___ If they are mailing the recommendation letter to you, give them a self-addressed, stamped envelope
___	Present a handwritten Thank You note to the Recommender after you receive the letter. Thanking your Recommender for their time and effort helps to maintain a positive professional relationship, especially if you may be asking for another letter in the future.