

# THE SCHOLARSHIP RECOMMENDATION

## 9 TIPS FOR WRITING A GREAT ONE



1. If you can't write a specific, positive recommendation, tell the student.
2. Ask the student for a list of activities & awards they will describe on their application, preventing repetition that won't strengthen the application.
3. Early in the recommendation, describe your relationship—duration and circumstances—with the applicant.
4. Identify and be sure you address criteria that applicants should meet.
5. Help the reviewer:
  - Understand resources and opportunities available to the student;
  - Understand the student in the context of their school/community;
  - Understand how the opportunity would impact the student.
6. Provide specific examples of:
  - Strengths and areas in which you have seen growth;
  - Responses to challenges;
  - Effective leadership, personal integrity, and concern for others;
  - Earned respect of peers, teachers, and administrators.
7. Place the student in the context of other students you have encountered.
8. Consider including quotes or observations from coaches, club advisors, or others who have worked closely with the student.
9. Proofread. Accuracy—including the correct name—is important.