**How to Request Letters of Recommendation**

Most scholarship applications will require at least one letter of recommendation. These letters give the scholarship selection committee another opportunity to hear about your strengths and accomplishments.

Requesting a letter of recommendation can be tricky!

Here are some Do’s and Don’ts to help you successfully request letters of recommendation:

**1**

**Don’t** use personal references like a relative or a friend. The scholarship committee may assume your personal reference is biased.

**2**

**Do** ask a teacher, professor, employer, counselor, or someone that has supervised your community or volunteer work. These are people who know your work well and are seen as unbiased.

**3**

**Don’t** wait until the last minute to ask for a letter of recommendation! Give your recommender at least ***one month*** to write your letter.

**4**

**Do** help your recommender by giving them the information they need. Tell them the date you need your letter of recommendation, and some key points about yourself: your major, your educational goals, and your academic achievements or awards.

**5**

**Don’t** tell you recommender to send their letter to the Office of Financial Assistance! Your recommender must give their letter back to ***YOU*** so you can attach it to your scholarship application.

**6**

**Do** send your recommender a Thank You note to show your appreciation for their time and effort.

*GOOD LUCK!*