

Scholarships Recommendation/Reference Tips and Etiquette

Who to ask:

- Instructors or college advisors are generally preferred – but choose wisely.
 - Ask someone who knows you well or has seen you grow over time.
 - If you ask a popular instructor, give them more than two weeks' time, as they will likely have several requests to complete.
 - If you ask someone who you haven't seen in a while, provide extra information about what you have been up to since you last saw them or had their class.
- Bosses or other types of mentors are okay, and can be a good option if they can speak directly about your academic or career goals.
- Recommendations submitted by family members, relatives, or friends will not be considered.
- Your recommenders should be able to highlight your academic performance, leadership abilities, community service activities, and/or other strengths/attributes which they feel make you a strong candidate for a scholarship.

What you need to do:

- Ask them in person, if possible, and follow-up with an email and/or appointment. See the attached example.
- Ask and confirm their agreement before you add their email address to the scholarship application.
- At the very minimum, give them two weeks to complete the online form or letter.
- Complete a Letter of Recommendation Request Form and give to each person you ask for the recommendation/reference. Adding a resumé can also be helpful.
- Provide as much information as possible on the scholarship requirements.
- Provide clear instructions for how and when they will submit the recommendation.
- Follow-up with them to give a courteous reminder.
- Write a thank you note to each recommender, regardless if you receive the scholarship or not. See the attached example.
- If you receive the award, let them know and thank them again.

What they will need to do:

- Sometimes there will be an online form they will fill out.
- Sometimes a formal letter is requested.

Sample email requesting a Letter of Recommendation or Reference:

Notes	Sample
<p>Date</p> <p>Use their full first and last name.</p> <p>Explain what you are asking for and why you are asking them in particular.</p> <p>Describe the scholarship and why you are applying. Provide a way for them to learn more either through a website or attaching a copy of a flyer or letter explaining the scholarship and the organization giving the awards.</p> <p>Describe what they will need to do and the due date, if they agree to do the reference. Let them know what you will do to make the process easy for them.</p> <p>It's always a good idea to meet in person, if at all possible.</p> <p>Show your gratitude early and often!</p> <p>Give them multiple ways to get in touch with you.</p>	<p>September 25th, 2017</p> <p>Dear _____:</p> <p>I am writing to request a letter of recommendation for a scholarship that I am applying for this quarter. I learned a lot in your HDC: College Success class and feel that you know me well as a student, especially my strengths, motivations, and how much I have learned about myself while studying at South.</p> <p>The scholarship I am applying for is the South Seattle College Foundation Scholarship. They are well known for supporting South students. You can find more information about them at http://www.southseattle.edu/foundation/support.aspx. I will be applying for two quarters of tuition so that I can hopefully graduate this summer before transferring to UW Tacoma.</p> <p>If you agree, I will add your email address to the application and you will receive an automatic email with this subject line: "Jane Doe via South Seattle College Foundation Scholarships." Please complete the online form by October 30th, 2017, so that my application is complete and on-time. I will provide you with information regarding my academic and career goals, leadership and community service, as well as my family situation and why this scholarship will mean so much to my success.</p> <p>I will follow up to this email in a couple of days and look forward to discussing this further in person.</p> <p>Thank you very much for considering this request. It is greatly appreciated.</p> <p>Sincerely,</p> <p>Jane Doe 206-555-5555 janedoe@emailaddress.com</p>

Sample Thank You Note:

<u>Notes</u>	<u>Sample</u>
<p>The first paragraph should include the name of the scholarship! Make sure to thank them for their time/effort they spent to write a letter on your behalf.</p>	<p>January 22, 2017</p> <p>Dear _____,</p> <p>I want to thank you for taking the time to write a letter of recommendation for me for the South Seattle College Foundation Scholarship. I truly appreciate the thought and effort you put into this letter. I'm sure your words made a profound impact in helping me to stand out from the other applicants.</p>
<p>The second paragraph should include a connection or a reminder of how their letter of rec. will allow you to continue your education/goals. Depending on when you send your thank you letters, you could include information on the status of your application, always offer to keep them updated!</p>	<p>I truly believe that you and your class has helped me on my educational pathway to success. I am grateful to have been a student of yours and to continue to have your support as recommender for this scholarship. Although I have not yet heard back from the Foundation committee regarding the scholarship, I will keep you informed when I am notified.</p>
<p>The conclusion should restate the gratitude/thank you to them.</p>	<p>Once again, thank you for writing this letter in my behalf. I am very grateful for your continued support.</p>
<p>Remember to sign your first and last name!</p>	<p>Best regards,</p> <p>Jane Doe</p>