

## **DIRECTIONS FOR WRITERS OF LETTERS OF RECOMMENDATION** **Carol E. Macpherson Memorial Scholarship**

Dear Recommender,

The [Carol E. Macpherson Memorial Scholarship](#) Selection Committee relies on the reference letters to help us make a decision about the applicant's promise and whether she will use the scholarship wisely as she pursues her dreams. We know that some of you have written many letters of recommendation for scholarships and others as many. We are including some ideas and a sample letter (below) for you to use if it is helpful. Alternatively, if you would rather just answer some questions, that option is also listed below.

Please let us know your relationship to the applicant, and address the characteristics listed below as much as possible:

1. Academic ability and/or promise
2. Ability to set realistic, attainable goals
3. Motivation and persistence
4. Problem solving skills and resourcefulness
5. Other information that might be helpful in making our decision

Please email your signed letter of recommendation as a PDF or Word document to [admissions@cemscholarship.org](mailto:admissions@cemscholarship.org) by the **DEADLINE of July 20, 2021**. If you have any issues or questions, please contact us.

Sincerely,

CEMMS Scholarship Selection Committee  
[admissions@cemscholarship.org](mailto:admissions@cemscholarship.org)

## SAMPLE LETTER OF RECOMMENDATION

(There are many styles - feel free to use what works for you in this sample.)

TO: Carol E. Macpherson Memorial Scholarship Selection Committee  
FROM: **NAME, TITLE**  
DATE: July 2021  
RE: Letter of Recommendation for **FULL NAME HERE**

Dear Selection Committee:

It is my pleasure to write a letter of recommendation for **FULL NAME** for the Carol E. Macpherson Memorial Scholarship. I believe she is an outstanding candidate for this scholarship.

**NAME** just completed x years at XYZ company/department in the role of .... and I served as her supervisor. **NAME** is one of the best student workers I have ever hired, and I think **NAME** would be an exceptional choice for this scholarship. **NAME** is intelligent, motivated, well-organized, goal-driven and innovative - all skills needed to be successful in college and in the future. She is passionate about **HER TOPIC/GOAL HERE**, and has talked to me several times about her hopes to be a leader in this field. In addition, I am impressed with **NAME's** excellent written and verbal skills, openness to feedback, initiative to solve problems and her contagious energy.

**NAME** began working at **XYZ** in the fall of 2019 as a first-year student, and has continued to work for us during her sophomore and junior years. **NAME's** work at **XYZ** includes:

1. Co-coordinating and implementing the second annual day-long *Elect Her-Campus Women Win* training at the University of Minnesota. This leadership training prepares and encourages 40 women students to run for student government and public office after college. In addition to co-leading a successful, smooth-running program overall, **NAME** coordinated an outstanding Women Student Government Panel Discussion on her own.
2. Co-curating three art exhibits in the AHA! Gallery per year which included: coordinating exhibit logistics with artists; assisting with art installation; managing art exhibit applications and coordinating selection committee; managing art liability and release documentation; coordinating art exhibit opening receptions.
3. Assisting with document management for **XYZ** using Microsoft Word, Excel, and Powerpoint. This included creating evaluation forms, managing the e-newsletter subscriber database, updating grant and award databases, etc.
4. Assisting with program and event coordination for ten guest lecture events, including collaborating with guest lecturers; acquiring and arranging space and

audiovisual equipment; negotiating food and beverage orders; managing RSVP databases; and implementing the marketing plan.

5. Developing a Student Administrative Assistant resource binder to assist future employees to be trained in with ease, and to sustain successful programs.

**NAME's** commitment to her education and furthering social justice is not limited to her work with us. **NAME** studies Political Science in the College of Liberal Arts with a minor in Social Justice and has maintained an impressive 3.8 GPA while working at **XYZ** for 20 hours a week and volunteering on campus and in the community. **NAME** serves on the Weisman Art Museum Student Collective, and can be heard over the airwaves as a regular Saturday morning DJ at Radio K, the University's radio station. Her ability to establish supportive relationships with her co-workers and peers is remarkable. Notably, **NAME** went above and beyond all other volunteer's efforts to create a welcoming environment and to show our student visitors from South Africa the breadth of offerings in Minneapolis and the University.

**NAME** has faced some unique challenges while undertaking all of this impressive work. Her mother died suddenly of a heart attack last year, her father is struggling with several mental concerns, and she is now the legal guardian for her siblings. (I asked if I could include this personal information.) I state this only so that you will understand that not only is her commitment to her feile strong but so is her need. She is a young woman who would appreciate it more than any of us can perhaps imagine.

**NAME's** combination of intelligence, her positive personality, and her passion leaves everyone who knows her in anticipation of what her future holds. This scholarship will help her make steady progress toward the completion of her degree, and I recommend her without reservation. If you have any questions, please do not hesitate to contact me.

Sincerely,

***Signature***

**TITLE**

**Email**

**Phone Number**

## LETTER OF RECOMMENDATION in a question format

- 1) How long you have you known the candidate and in what capacity?  
(professor/other academic staff, employer, internship or volunteer supervisor, fellow student, other?)
- 2) What is your relationship to the candidate?
- 3) What do you know of this candidate's academic and career plans? Please provide summary of what you are aware in terms of future career goals and major in college?
- 4) What do you think are this candidate's strengths in terms of being the recipient of a prestigious academic scholarship?
- 5) Describe how you believe the awarding of this scholarship would support this candidate's academic and career goals.
- 6) In terms of other students/people you have known, what do you think this candidate's potential for academic and career success is and will be?
- 7) What type of impact do you feel this candidate could have in the future, in terms of their talents, skill sets, goals, purpose and passion?
- 8) Describe what you feel the candidate's academic potential to be.
- 9) Is there anything you would like to add not covered in the other items above?