

# SCHOLARSHIPS

## CULTIVATE ACADEMIC RELATIONSHIPS

What does this mean?



- Actively participate in class.
- Speak with instructors during office hours.
- Demonstrate to your instructors that you are a professional student.

## CONSIDER WHO TO ASK

- Does this professor know my strengths from experiences within the classroom?



- Have I always acted professionally and ethically in this professor's course?
- Can this professor comment on my academic development?
- Have I done well in this instructor's course?

## GIVE THE WRITER PLENTY OF TIME!!!

You want your recommendations to be well-considered. This cannot be done two days before your application is due.

Ask approximately **one month** before your recommendation is needed.



## PREPARE INFORMATION FOR YOUR REFERENCES

The best references are the most specific to you and the position you are applying for. Include:

- Information about the opportunity for which you're applying.
- Why it's important to you.
- Your activities and qualifications for the position.
- A detailed explanation of how and when to submit the recommendation.

## SEND AN EMAIL

Sometimes it can be difficult to ask in person, so you can send an email.

**BUT**, make sure to keep it short and to the point.



## WHAT TO INCLUDE

### **Refresh her/his memory:**

Think of a positive interaction you had. Tell her/him which semester and class you were in.

### **Explain why you are**

**asking her/him:** Be specific. What skill, strength, or experience can that instructor speak to?



### **Offer to meet with her/him**

**to discuss details:** Offer to meet with your instructor during office hours to discuss your request. This is when you could give your instructor your additional information you've prepared.

### **Make sure you THANK**

**HER/HIM!!!:** Not only should you thank your instructor for considering your request, you should also thank her/him after it's written. Handwritten thank-yous are always appreciated.

**Give your instructor a way out:** You are asking for a **strong** recommendation, so if this instructor can't provide it, you need to know. Do not ask, *Can you write me a recommendation letter?* The answer is yes, but you want more than that: *Would you be able to write me a strong letter of recommendation for my [scholarship] applications?*

.....  
Professor Snape,

My name is Sarah Scheufele, and I took your Potions class my first year at Hogwarts. I frequently attended your office hours, as your class was a challenging but enjoyable subject. I also enjoyed participating in the ethical discussions you proposed in class and felt they challenged my critical thinking skills.

I am currently in the process of applying for the LLCC Foundation Scholarships, and I am gathering letters of recommendation. Because I felt I grew as a student in your class and demonstrated my ability to engage in academic discussions, I chose to ask you. I hoped you could speak to my willingness and excitement about learning.

Would you be able to write a strong recommendation letter for my scholarship applications? They are due March 1, 2017.

I would be available to meet with you at your convenience if that would be helpful. I would also provide my personal statement, resume, and other materials you'd find helpful.

Thank you for taking the time to consider my request,

Sarah Scheufele

(217)786-4618  
.....

**Be prepared for your instructor to decline.** It's ok. It might mean s/he is too busy to write a well-written recommendation; it might mean your instructor doesn't feel like s/he can write a strong recommendation for you. You want your recommendations to be as strong as possible, so it's better to know now that s/he wouldn't be the best choice.  
.....