

EFFECTIVE RECOMMENDATION LETTERS AND THANK YOU NOTES

Recommendation letters are vital to earning scholarship dollars and applying to graduate school. They are also a lot of work for professors, employers, and advisors. When requesting a letter of recommendation attach your resume and all other information that shows your qualifications.

An effective recommendation letter explains the basis for the evaluation, whether it is primarily based on performance in the classroom, as a research assistant, as a mentee, and so on. It also includes specific details and examples that illustrate why an applicant is a good fit for the scholarship or graduate program, as well as the factors that suggest that the applicant will be successful.

Show your appreciation for their time and attention. Be sure to thank the professors and advisors who write your letters of recommendation. A thank you note need not be lengthy. A nice, simple, handwritten thank you card is the best way of thanking a recommender.



Example:

Dear Colorado Challenge
Advisor,

Thank you for taking the time to write on my behalf of my Big Bucks for College scholarship application. I appreciate your support throughout this process. I will keep you updated about my progress in applying for scholarships to fund my study abroad trip next year. Thank you for sharing in the process and writing on my behalf.

Sincerely,

College Student



COLORADO
Challenge
Driving Degree Completion

Adapted from information provided by About Education