

A GUIDE TO REQUESTING LETTERS OF RECOMMENDATION

Requesting letters of recommendation is an important part of a strong scholarship application. Scholarship Committees use letters of recommendation (LORs) to evaluate your potential for success and leadership in your field of study. Below are a few tips and tricks to ensure you receive strong recommendations.

Choose the Right Person

Finding the individual(s) in your life with the perceived authority and relationship to speak to your character broadly and, if necessary, to attest to your specific qualifications is essential. Finding the appropriate person to ask depends on the scholarship or internship you are applying for. Letters of recommendation may come from teachers, faculty members, academic advisors, employers (past or present), activity leaders, coaches, or other individuals of authority in your life who can speak to your character, abilities, and your potential.

Understand the Deadlines

It is crucial to give your recommender ample time to write your letter of recommendation. While every individual's schedule and willingness to be flexible will depend on them and their relationship with you, it is vital to strive to give a recommender a month or more before the deadline. Reach out with your request as soon as possible.

Communicate the Specifics

Provide the scholarship name and criteria of the scholarship(s) you are applying for. Many scholarships include specific questions they need answered, so ensuring they have this information is critical. You may also consider sharing your resume with your recommender to refer to. It makes it easier for the recommender to have ample details to receive the best recommendation possible.

Always Bring Your Best

In your classes, extracurriculars, and jobs, it is important to demonstrate the qualities KEF and other organizations look for in applicants. Being prepared, punctual, and entrepreneurial in everything you do is the best way to ensure that you have a network of people to reach out to and advocate on your behalf.

Believe in Yourself

Don't be shy when looking for letters of recommendation. Most great impressions are not made by the loudest, funniest, or most intelligent person in the room. Instead, being a consistent and positive force in your organization is the best way to ensure that people will be willing to vouch for you when the opportunity arises.