



# Scholarships.com

## Recommendation Letter Cheat Sheet

Many high-value scholarships require students to submit **letters of recommendation** from their teachers in order to apply. Educators can use this guide to write successful recommendation letters.

### Learn

When a student requests you to write them a letter of recommendation, ask them **what** scholarship they are applying to and **how** their achievements and traits relate to the award. Collecting this information will help you outline your letter and **save you time** when you start writing.

### Write

Begin writing the letter of recommendation as **early** as possible to ensure it is ready to submit by the deadline. Aim to write a solid **1-2 pages** about your experience teaching the student and why you think they are a good fit for the award. Be **positive, honest,** and **detailed** in the letter; **proofread** it with care.

### Submit

Once your letter is complete, follow the scholarship provider's instructions to **submit** it. Educators are usually required to submit their letters **separately** from the student's application through an online portal. Upload the letter **well in advance** of the deadline and check for a **confirmation email** to ensure it has been received.