

# SAMPLE REFERENCE LETTER

Dear Scholarship Committee:

It is my great pleasure to recommend [student first and last name] for the [scholarship name]. I am [his/her] Guidance Counsellor at [name of high school] and have had the pleasure of working with [student first name] on several committees and programs.

I see that the scholarship is intended to go to someone who demonstrates strong leadership skills. [Student first name] fits these guidelines perfectly. This past year [he/she] took on the primary responsibility for our school's role in the Enterprising Young People program. [He/she] collaborated with business students at Concordia University in tailoring the program to our student population. [He/she] is also gifted in recognizing and drawing out the talents of others, and was able to put together and supervise a student committee to review the business plans created by the entrepreneurial students in the Enterprising Young People program. It is rare to meet a high school student who is so mature, organized and results-oriented.

I can whole-heartedly support [student first name] for this award. [His/her] demonstrated leadership and vision have made a positive impact on our school community and I have no doubt that this will continue at the university [he/she] will be attending.

Sincerely,

[Name]

[Title, name of high school]]

[Email address]

[Phone number]

Dear [Scholarship Name]:

I hold [student first and last name] in the highest esteem, and recommend [him/her] for the [scholarship name] without reservation.

As [his/her] Math teacher, I can attest that [student first name] is not one to back down from a challenge, either academic or personal. [He/she] finishes what [he/she] starts and never lets adversity get [him/her] down. Because of [his/her] bold vision and perseverance, our school now has a community-funded computer lab. [Student first name]'s dedication to that project continues as [he/she] supervises computer training in our community.

[Student first name]'s combination of academic achievement, leadership and personal character make [him/her] an ideal candidate. Once you meet [student first name] you will see why I am so enthusiastic about [him/her], both as a student and a young citizen.

Sincerely,

[Name]

[Title, name of high school]]

[Email address]

[Phone number]

## **SAMPLE REFERENCE LETTER #3**

Dear Selection Committee:

I can't stress enough my support for [student first and last name], who has applied for the [name of scholarship]. Having [student first name] in my Physical Education classes this past year has been a real pleasure. We have bonded over our common interest in golf.

[Student first name] is involved in a wide range of extracurricular activities, from volunteering at a homeless shelter to chairing our school's environment task force and, of course, participating in the golf club (for which I am the faculty sponsor). [He/she] tells me that [he/she] aspires to be either a journalist or an editor. Whatever path [he/she] chooses, I know [student first name] will excel and prove our respective schools proud.

This scholarship would go a long way toward helping [student first name] achieve [his/her] goals, and I strongly urge you to award it to [him/her]. You will not find a more worthy recipient.

Sincerely,

[Name]

[Title, name of high school]]

[Email address]

[Phone number]

## **SAMPLE REFERENCE LETTER #4**

Dear [Scholarship Name]:

I wholeheartedly endorse [student first and last name] as recipient of the [scholarship name]. I am the Principal of [name of high school], where [student first name] has studied for the past [two] years.

[Student first name] is a true leader. [His/her] teachers tell me [he/she] often takes on leadership roles and guides [his/her] classmates in reaching collective goals. I have seen this firsthand in my dealings with [him/her] as co-chair of our school's environment task force. [His/her] leadership has resulted in measurable improvements in our school's environmental footprint. Specifically, [his/her] school-wide push to separate organic waste has diverted 28% of our garbage to compost, a significant savings to our school district and a model for the community.

I am impressed by [student first name]'s diligence and character. It has been a pleasure to have [him/her] at our school. [He/she] is most deserving of this award.

Sincerely,

[Name]

[Title, name of high school]]

[Email address]

[Phone number]

## SAMPLE REFERENCE LETTER #5

Dear [Scholarship Name]:

[Student first and last name] has requested that I write this letter on [his/her] behalf. I have known [student first name] for two years in my capacity as teacher at [name of high school]. [Student first name] has been in my English and Creative Writing classes.

Based on [his/her] grades, attendance, and class participation, I would rate [student first name]'s academic performance as superior. [He/she] is the type of student who always takes initiative to help out fellow students who may not quite grasp the material. [He/she] is not one to back down from a

challenge, either academic or personal. [He/she] finishes what [he/she] starts and never lets adversity get [him/her] down.

I hold [student first name] in the highest esteem, and recommend [him/her] for the [scholarship name] award. [His/her] combination of academic achievement, charisma, and thoughtfulness make [him/her] an ideal candidate.

Sincerely,

[Name]

[Title, name of high school]]

[Email address]

[Phone number]