**What should be included in a recommendation letter?**

* Letterhead - Include the following information in the top left corner of the letter:
  + Date
  + Full Name
  + Title
  + School Name
  + School Address
* Introduction - Introduce the candidate.  Explain how you know them and the length of your relationship.  State the scholarship for which you are recommending the candidate.
* Body - Describe the ways that the candidate fulfils the criteria for the scholarship.  Use specific examples that demonstrate how the candidate meets those requirements. The body of the scholarship will typically include two paragraphs.
* Conclusion - The conclusion of a scholarship letter of recommendation will typically include a reiteration of your recommendation and an invitation to reach out if the decision-maker has any additional questions or concerns.  Be sure to include your contact information (usually email address or telephone number). A typical closing may include a statement indicating that it was a great pleasure to write this recommendation letter for the student.

**Sample**

May 25, 20XX  
   
Name  
Nevermore High School  
123 Park St  
Anytown, CA 12345  
   
To Whom It May Concern:

I am writing this letter to recommend Petra Lambert for the Night Owl Scholarship with Phi Delta Phi. I was her 12th grade Childhood Development teacher and have known her for the last four years.

As a student, Ms. Lambert demonstrated a love of learning and the level of commitment necessary to succeed in college and beyond. As an educator, I am happy to be able to provide this recommendation for such a deserving student who has inspired so many others with her volunteer work with children. I have great respect for her abilities and truly believe that she is a deserving candidate that you will be proud to have representing your fraternity of educators.

Ms. Lambert is an excellent student who has achieved all A’s this year, making her a School Board Scholar for the 2018-2019 School Year. She volunteers with students once a week, tutoring with our elementary schools. Petra is an incredibly motivated student and even attends lectures on education on the weekends when she is able.  
   
In addition to having firsthand knowledge of her academic commitment, I am also familiar with her educational goals, as well as the challenges she will face when it comes to funding college tuition. I cannot think of anyone more deserving and I can wholeheartedly recommend her application.

I feel certain that you will be just as impressed with Petra as the staff at Nevermore High School has been over the past four years. I strongly encourage you to consider her for this scholarship.  
   
Please contact me with any questions and let me know if I can provide any additional information in support of this deserving student. You may reach me at 555-555-5555 or emailaddress@email.com.

Regards,

Name

**Template**

April 19, 20XX  
   
Name  
Girl Scouts Troop Leader  
123 ABC Street  
Anytown, CA 12345  
   
Dear Sir or Madam:  
   
I write this letter in support of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-Scholarship. I had the pleasure of being her leader for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. She has always impressed me with her ability to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. [Add another sentence highlighting her skills or talents here.]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

During her time in Girl Scouts, [Name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_When called upon, [girl name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  
   
Throughout the years [Name] was an active participant in troop, and she always supported her Girl Scout friends. Her caring nature and personality allows her to work well in a team, as she always respects the opinions of others.   
   
I am certain that she will continue to do great and creative things in her future. . Please feel free to contact me if you have any questions at: emailaddress@email.com.  
   
Sincerely,

[Leader Name]

**How to write a reference letter for a job**

First, when someone asks you for a reference letter, think whether you can actually give them a good recommendation. If you’re not sure you can recommend them without thinking twice, it’s best to politely decline sending the referral letter rather than be forced to lie (or make negative comments ruining the other person’s chances).

If you’re sure you can write a positive professional reference letter, follow this process:

* Refresh your memory about the girl. Consult your troop records to see if there are useful notes about her.
* Write down two-three qualities that characterize her. If you can recall specific examples that prove these qualities, put them in your reference letter too.
* Think about specific experiences you had with the girl. Especially instances where they showed positive attitude or knowledge. Include one example in your letter if possible.

April 19, 20XX  
   
Name  
Girl Scouts Troop Leader  
123 ABC Street  
Anytown, CA 12345

Dear [insert name],

I am writing to recommend [girl name]. [She] has been a member of Girl Scout Troop # \_\_\_\_\_\_ in Girl Scouts of Eastern Oklahoma for \_\_\_\_\_ years. (Feel free to add another sentence about her involvement, i.e. awards, outstanding actions, etc.)

As a member of our troop, [girl name] was always [insert quality]. During [girl name] time in my troop, she managed to [insert example].

[Girl name] is a delight to work with and I wouldn’t hesitate to hire her again.

Should you have any further questions about [girl name] feel free to reach me at [phone number].

Thanks,

[Your name and signature]