

**Dear Eighth Grade Students,**

**Congratulations on reaching such an exciting time in your academic career!**

**As you work through the high school selection process, we know you might be interested in applying for a scholarship. Many schools require students to submit a letter of recommendation from a current/prior teacher as a part of the scholarship application process. Since this is a new “life” experience for many of you, we have created a “How to” document to help guide you with your request.**

**Although these guidelines specifically apply to requesting letters from St. Hugo teachers, we hope they also provide you with a strong foundation for the future, when you might need to approach someone for a recommendation letter for other exciting opportunities such as a college application, internship or summer job.**

**Remember that there are often several steps in the scholarship selection process. In general, once applications are reviewed, the top candidates are then invited for an interview prior to the final selection of scholarship recipients. The committee often wants to get to know “the person” behind the application.**

**Please take a moment to read these tips and review the specific St. Hugo guidelines for recommendation letters.**

**If you have other general questions on recommendation letters or interviews, feel free to ask me.**

**Best of luck to all of you!**

**Sincerely,**

**Mrs. Bartoli**

## **How to Request a Letter of Recommendation:**

1. Make sure you and your parents review and understand the criteria and/or requirements for the specific scholarship.
2. Think about your school experiences, extra-curricular and/or volunteer activities, as well as personal strong points and how they relate to the scholarship. Work with your parents to make a list of them. (It often helps to seek input from others such as parents, grandparents, family members, or friends regarding one's strong points.)
3. Create a list of teachers that you feel might know you best, or who might teach subjects that relate the most to your interests, achievements or the specific scholarship. Try to have at least a first and second choice of teachers to ask.
4. Before you approach the person, be sure to double check that you have prepared and are ready to provide all the necessary information. (See the St. Hugo Recommendation form.)
5. Always allow plenty of time for the person to fulfill your request. Most academic institutions have specific guidelines for requests, and you want to be respectful of everyone's time, especially when you are asking someone to do something important for you.
6. Approach the person yourself (at least to let them know you would like to ask them for the recommendation). Remember, this scholarship is about you, not your parents. You need to be self-confident enough to ask someone for help, especially if you believe you are qualified to receive the scholarship. Smile, be proud, and show that you are excited about this opportunity.
7. Do not ask for a copy of the recommendation letter. Most applications require that the letter be sent in a sealed envelope directly to the school. On the other hand, it is absolutely appropriate to ask the person for confirmation that the letter has been sent.
8. Be sure and thank the person for writing the letter of recommendation for you. When someone does a personal favor for you, respond to the kindness with a personal sign of your gratitude. A short handwritten note is best.
9. If someone is unable to grant your request for a recommendation letter, be understanding. The person might not be able to meet your timeframe, he or she might have already written several recommendation letters for the same scholarship, or have hesitations about his or her ability to provide a strong enough recommendation for you.
10. Lastly, if you are awarded a scholarship, it's always nice to privately let the person know about your achievement. You worked hard to earn something and we are proud of you.

## **Teacher Recommendation Letter Request Form**

St. Hugo teachers are limited to providing no more than three letters of recommendation. Any requests beyond the limit are at the teacher's discretion. There are some "subject specific" scholarships such as art, mathematics, and English that require documented proof of meeting the academic criteria for the scholarship. Subject area letters of recommendation are limited to two per appropriate teacher.

Complete the following information, attach all appropriate additional information and hand the entire packet to the teacher when requesting the Letter of Recommendation.

Student's Name: \_\_\_\_\_

High School Name and Address: \_\_\_\_\_

\_\_\_\_\_ (Letters are sent directly to the school.)

Official Name of Scholarship: \_\_\_\_\_ (Attach scholarship criteria provided by high school.)

Today's Date \_\_\_\_\_ ( Students need to allow one full week for completion.)

Scholarship Application Due Date \_\_\_\_\_

### **Student Background Information**

Note: Students may write on this form or type and attach the information.

1. What activities were you involved in at St. Hugo School?
  
  
  
  
  
  
  
  
  
  
2. What extracurricular activities have you participated in outside of St. Hugo School?
  
  
  
  
  
  
  
  
  
  
3. List all volunteer activities or service projects in which you have been involved.

4. Describe any leadership roles you've had.
  
5. Describe any awards or achievements you have earned.
  
6. What are your main interests (ie. hobbies, reading, travel, sports, etc.).
  
7. Have you attended any educational workshops or classes?
  
8. Include any additional information you want to share.

Feel free to leave any questions blank if they do not apply to you. The questions are provided to help you think about what makes you special! In addition, the responses inform the teachers about areas of your life that they might not know about.