

LEAVENWORTH ROTARY SCHOLARSHIP APPLICATION

Instructions for letter(s) of recommendation

Letter(s) of recommendation should be obtained from persons who are very familiar with the applicant and who can offer *first hand* information about the applicant. Good sources of recommendation can be teachers, pastors, employers, family friends, etc. These letters should be no longer than two typewritten pages. Information provided should be objective, succinct, and with examples whenever possible. It is suggested that the applicant provide a copy of this document as a guide to those who will write the recommendations. Some points to include in the recommendation are the following:

- **Relationship:** State how the applicant is known to you and for how long.
- **Character:** Character refers to honesty, moral values, trustworthiness, and reliability.
- **Attitude:** Attitude refers to how the applicant approaches his/her schoolwork, assignments, part-time work and other activities. Does the applicant treat these with seriousness and industry? Does the student do only what is required or go beyond in his/her daily work and activities? Does he/she treat peers and others with respect?
- **Attendance:** this refers to punctuality as well as simply “showing up.” These traits are indicators of a good developing work ethic.
- **Proficiency:** From your personal observation, please describe the competency level of the applicant.
- **Leadership:** Describe how you have personally observed the applicant’s ability to lead others.
- **Other:** Provide additional information that you feel may be helpful to the student’s application. Examples include special talents; special needs both financial and other.

