



The Joseph P. Reed Alumni Scholarship Letters of Recommendation

Read these instructions **carefully** and **communicate** them to your recommenders.

Two letters of recommendation are required.

Be sure to give the recommender ample time to compose a quality letter, AND clearly communicate the deadline date (March 15, 2019) and submission instructions.

The scholarship committee recommends you provide a copy of this page to them.

One letter of recommendation **must** be from a Lakeside High School staff or faculty member who has personal and specific knowledge of the applicant. The second letter can also be from a staff or faculty member, but it is recommended you consider someone who can speak to your area of interest, either an employer, director/manager of community service organization, sports or arts program.

The letter should provide the review committee with information in regards to:

- His/her relationship to you and their reason for the recommendation.
- Examples of challenges he/she has seen you overcome, significant achievements, and initiatives you have taken.
- Your strengths they have observed and witnessed personally.
- Why he/she feels you would be deserving of the scholarship.
- Contact information for the reference letter writer in case the review committee has a question.

HOW TO SUBMIT THE LETTER OF RECOMMENDATION:

The Letter of Recommendation **MUST** be saved in Word (.doc) format (unprotected), and named with the applicant's last name, then first name, followed by "Ltr of Rec" (example: Smith, John Ltr of Rec). The document should then be transmitted as an attachment via email direct from the recommender to lhsfscholarship@gmail.com.

The above referenced email and the Letter of Recommendation attachment **MUST** be submitted direct from the recommender's email account, the Review Committee will **NOT** accept any Letter of Recommendation sent from the applicant or a hard copy.