

Guidelines & Etiquette on Letters of Recommendation

LETTERS OF RECOMMENDATION: GUIDELINES

One letter of recommendation is required for the scholarship application.

Who do I ask for a letter of recommendation?

Recommendation letters must be from Santa Ana College faculty or staff members. This can include teaching faculty, librarians, coaches, and counselors.

How does the recommender submit their recommendation letter?

Students will need to enter the recommender's name and email address on the "Letters of Recommendation" section on their online scholarship application. After the student has entered this information, the recommender will receive an email to submit the letter of recommendation electronically.

LETTERS OF RECOMMENDATION: ETIQUETTE

Before you ask a faculty or staff member for a letter of recommendation make sure you consider the following:

- Does this professor/staff member know your name?
- Did you take a class with this person or were you involved in another academic setting?
- Can they provide information regarding your academics?
- Can this person speak to how a scholarship will benefit you?
- Can they speak on your behalf regarding your financial status or hardships?

Set up a meeting with your recommender to ask them if they feel comfortable supporting you with a letter of recommendation and provide your recommender with the following information:

- Resume
- Autobiographical statement
- Any supporting documents that will help your recommender have a better understanding of your academic pursuits and career goals

What should the recommender know?

Students will need to enter the recommender's name and email address on the "Letters of Recommendation" section on their online scholarship application. After the student has entered this information, the recommender will receive an email to submit the letter of recommendation electronically.