

LETTER OF RECOMMENDATION FORM

BHS staff & faculty will not write you a letter unless you attach this form!

Letters of recommendation are required for many scholarship applications. Writing a good letter of reference takes time and there are things you can do to help! Please fill out this form AND attach a resume before asking a teacher, coach, administrator, employer, pastor, etc to write a letter for you. The general rule is to get 2 or 3 letters from the following:

- A letter from a teacher/administrator who knows you and your abilities very well
- A letter from a coach or advisor of a club in which you contribute significantly
- A letter from someone who see you in a leadership role (mentor, community volunteer supervisor, pastor, etc.)
- A letter from an employer

YOUR NAME: _____

DATE NEEDED: _____

NAME & ADDRESS OF THE SCHOLARSHIP COMMITTEE (if applicable):

HOW MANY COPIES: _____

PURPOSE OF LETTER: _____

POINTS OF EMPHASIS: _____

(leadership, financial need, academic abilities, etc.)

ADDITIONAL INFORMATION (if applicable): _____

