



MPEF Scholarships – Tips for Non-Teacher Recommendation Letters

Rules for the Letter:

- The scholarship selection process is blinded. Please DO NOT include the student's name in the letter.
- Preference is to provide the student an electronic file of the recommendation letter for ease of upload to the application website. Please save your recommendation letter using the following file name format, where 1234 = the last four digits of the student's social security #.

File name example: Nonteacher Recommendation_1234

- Letter content should be truthful.
- There is not a length requirement, but the letter should include specific experiences with sufficient detail to provide evidence of the student's character traits - A character reference letter.
- The letter writer's name and contact information should be included in the letter.

For Students:

Tips for Selecting a non-teacher recommendation letter writer:

- Ask someone who knows you well. If they don't know you well enough, they won't be able to write a letter that really speaks to the uniqueness of you – a letter that will 'WOW' the selection committee.
- Your recommender should (1) like you, and (2) be impressed with you. If a recommender expresses hesitation when asked to write, thank them for their time and ask someone else.
- Select someone who is a good writer. Someone who can articulate their experiences with you well.
- Choose someone who is reliable and who will deliver a great letter with specific details, on time.

Plan Ahead:

- Select a letter writer in advance! You want them to have plenty of time to craft the best letter possible. Give them at least a month to write, more time would be better. This will show them that you respect their time.

Tips for Success:

- Provide your letter writer with details of the scholarship(s) you are applying to. This will help them understand what the selection committee is looking for in a strong applicant.
- Remind your letter writer of some of the experiences and memories you share to help them think about crafting the letter.
- Your letter writer may (or may not) know you from only a single perspective. Either way, providing them a list of your academic achievements, extra-curricular activities, outside of school activities and your future goals will help them know you better.
- The more prepared you are when you ask your recommender to write for you, and the more information you provide them about you and the scholarship process, the better your recommendation letter will be.
- Provide your writer a letter need-by-date that is at least 2 weeks before the Scholarship Application close date. Follow up with them as the deadline approaches. This will help ensure you have plenty of time for submission!