Letter of Recommendation Instructions

Applicants:

Please provide these instructions to two individuals who have supervised or observed you in a leadership role at school or in your community, and who are willing to write a letter of recommendation on your behalf.

One letter should come from a representative from your school (for example: principals, teachers; guidance counselors) who can speak about your leadership and service at school.

Your second letter should come from a member of your community (for example: church leaders, job supervisors, leaders of community service organizations, sports coaches, or others) who can speak about your leadership and service in the community.

To the letter writer:

Thank you for submitting a letter of recommendation on behalf of the applicant to the Robinson Scholars program. In a separate letter, please answer the following questions:

- How long and in what capacity have you known the candidate? Describe the opportunities that you have had to observe or supervise their leadership skills.
- What impact has the candidate’s service and/or leadership had on their school or community? Describe the nature of their contribution.
- What skills or attributes does the candidate possess that will make them a good Robinson Scholar?

You may give the letter to the applicant in a sealed and signed envelope to submit with their application, or, you can mail the letter directly to the following address:

Robinson Scholars Program – Jackson Regional Office
Attn: Scholarship Selection Committee
130 Robinson Road
Jackson, KY 41339

If mailing your letter separately, please mail your letter in time to ensure delivery by April 21, 2015.