

Guide to Requesting a Letter of Recommendation for Scholarships

Presented by The Peirce College Scholarship Committee

Review Application Requirements

Some scholarships may require a letter from a specific group/individual.

- Community Member
- Peirce Faculty Member
- Employer
- Student Advisor

Who to request the letter from?

How well should you know the person?



Peirce Faculty or Staff

Request a letter from someone at Peirce:

- An individual who you've worked with and has had a chance to get to know you.
- You could request a letter from:
 - A Peirce faculty member
 - Your academic advisor
 - A representative you've worked with from the Walker Center
 - Or another Peirce team member who can advocate for your merit

Your Employer

Who could you ask?

- Your supervisor
- A mentor from work
- A coworker



Make sure it is someone who knows the work that you do and can provide detailed information about your merit.

Network



- Someone from your personal network
 - Make sure it is someone who you have worked with on a project.
 - For example, your Pastor or a non-profit organizer would be a good reference if you have volunteered with the organization.

How to request the letter?



- **Connect over the phone**
- Texting
 - Many people prefer a text over an email or a call.
 - It may get you a quicker response.
 - Offer to set a time to discuss it over the phone.
- Follow up
 - Send an email with more information.
- Timing is Everything
 - We would suggest giving at least 7-10 business days notice.

Requesting a letter from Peirce

In order to have Peirce faculty and staff write a letter:

- Complete and submit the *Peirce College Student Letter of Reference Disclosure Authorization Form*
- Contact the Registrar for more information: info@peirce.edu or 215.670.9380.

What information should you send the recommender?

- The scholarship description
- Any requirements or rubric for the letter
- Specific details:
 - A particular project that you worked on that you'd like them to reference
 - Specific accomplishments you'd like to highlight
 - Be sure to include the **due date**.

How to submit recommendations?

- Typically, the scholarship description will include information on how recommenders should submit the letter.
- Most often, the reference should send the letter to the school/organization directly.

Follow up with recommender



- **Say thank you!**
- Confirm the letter was sent.
- Request a copy to keep for your portfolio.
- Stay connected.
 - Connect through LinkedIn and keep in communication.
 - Let them know if you receive the award.
- Nurture the relationship - you may want to ask for future recommendations from this contact.