

Recommendation letter: Development Fund's scholarship

The purpose of a recommendation letter is to provide additional credible information about the applicant's skills, qualities, and achievements from a third person who knows the applicant in a professional, academic, or personal context. This adds weight and credibility to the applicant's profile and helps evaluators make more informed decisions..

The applicant should remind the recommendation letter writer of several important points to ensure the letter's relevance and quality. Here are some suggestions the applicant might keep in mind and convey to the writer:

- **Details of the scholarship:** explain the purpose of the recommendation letter and provide details about the specific scholarship. Remind the writer of the qualities and skills that are valued. Share the scholarship statute so the writer can reference specific requirements.
- **Highlight Strengths:** emphasize your most important skills, qualities, and achievements relevant to the scholarship.
- **Context:** provide background information on your past work, studies, or projects, showing how you have applied your skills and knowledge.
- **Specific examples:** ask the writer to use specific examples that illustrate your skills and achievements. This makes the recommendation letter more credible and convincing.

Always good to keep in mind:

- **Scholarship requirements:** the statutes outline what type of recipient is being sought. It's good to highlight these points in the recommendation letter.
- **Formatting:** remember to follow proper formatting conventions (font size 12, linespacing 1.5, justified alignment).

PS! Save and submit the letter as a PDF file!