

Instructions for the student

1. Print this document and provide a copy to your letter writer.
2. Provide your Youth Awards ID at the top of the first page of this document.
3. Please make sure that your letter of recommendation is uploaded in your application portal.

Notes: Doing everything you can to ensure you have a good letter of recommendation is your responsibility. Here are a few things you should consider:

Plan ahead. After you identify someone to write you a letter of recommendation, give them the professional courtesy of at least a few weeks to write you a good letter of recommendation. Expecting them to turn around a letter in a few days isn't fair to them – or you.

Let them know you. If you have chosen carefully, it should be easier for the person writing the letter to customize it to you. But it never hurts to provide them with a copy of the scholarship application and a list of your activities. Be sure to let them know if you want them to highlight a specific aspect about you.