



Red Rocks Community College

Fall, 2017 GED/HSE Scholarship Application

Letter of Recommendation Guidelines

This page is a tool to give to your references. We hope it helps your references to write in your best interests.

Applicant Information

Last Name	First Name	Middle Initial
Email Address:	Phone Number:	
Area of Study:	Career or Academic Goal(s):	

Tips for submitting Letters of Recommendation:

- Ask your reference for a letter at **least four weeks** prior to the deadline.
- Letters are accepted from anyone who is not a family member. Examples include community members, RRCC staff or faculty, previous teachers, employers, supervisors, parole officers, and anyone else who knows and can talk about how great you are.
- Be sure to ask people who you feel would be able to say great things about you.
- Letters of recommendation are NOT accepted from family members or friends.
- When asking for a recommendation letter, you can remind your reference about where you've been and where you're headed.

Instructions for Writing a Letter of Recommendation

Thank you for agreeing to write a letter of recommendation for the above-named student. In his or her honor we ask that you write your letter to the following points:

- academic skills,
- academic potential,
- focus on strengths and good qualities,
- level of motivation,
- level of commitment, and
- potential for success in a chosen career path or academic pathway.

Please address your letter to: The GED Scholarship Committee

Submission Guidelines

- We do not have a form or a preferred format for recommendation letters.
- Letters must be submitted with the application itself.
- Letters are NOT accepted via e-mail unless the author is an employee of RRCC using a RRCC email address.

Deadline is Friday, June 9, 2017 @ 5:00pm

Questions? Contact a one of the Navigators listed on the application.