

Letter of Reference Information Sheet

A resource for Wheaton undergraduates and Faculty, from the Office of the Provost

To faculty mentors: For almost all fellowship applications, generic letters of recommendation harm the applicant. Unlike general purpose letters of recommendation, letters for fellowship applications need to be tailored to the specific fellowships for which the student is applying. If you do not have time to prepare a compelling letter of recommendation for a student, please decline to write the letter.

Strong letters of recommendation discuss:

- The student's suitability for a particular fellowship and
- Emphasize your involvement with and knowledge of a student
- Explain how the student exemplifies the specific criteria of the fellowship
- Comment on how the student will contribute to the fellowship program
- Explain how the fellowship will make a difference in the candidates' intellectual and personal growth

Below, the student has attempted, from their perspective, to address the above discussion points.

To the Student: Fill out the information below for every fellowship to which you'd like to apply. You will also need to personalize the form for every faculty mentor asked to write a letter of reference.

My Name:

How long have you know this faculty member and in what context(s)? (e.g., classes, , advising, etc.):

Name of Fellowship:

What kinds of candidates is this Scholarship Foundation looking for? What will the selected fellows/ scholars be asked to do/accomplish?

Why I am well-suited for this scholarship/fellowship:

Abilities/experiences I would bring to the scholarship/fellowship:

How the scholarship/fellowship would make a difference in my life: