



St. Andrews Society of Oakland

Alex Moir Memorial Scholarship Reference Guidelines

Guidelines for scholastic recommendation (letter of recommendation from a teacher or administrator).

Please give as much background information to the letter writer as possible. Include this document and application information, as well as a link to our web site (scholarship info), if you think that is useful.

Remind the letter writer of your talents and attributes, teachers are very busy people and cannot be expected to remember all of the detail you'd perhaps like them to include.

We will accept an e-mail reference letter; provided it includes the appropriate letter writers contact information for follow up questions as necessary. Written submissions should be sent to the Scholarship Committee at the Society address. Please ensure the letter writer is aware of deadlines for submission (provide a pre-addressed & stamped envelope).

Follow up with them frequently, everyone is busy, a little prompting will go a long way.

Reference letter content:-

Indicate how the letter writer is acquainted with you, and, how long they have known you.

Compare you to other students he/she has taught.

Include specifics about your personal strengths (and weaknesses, to be objective).

Contain examples from interactions, conversations or observations to support the letter writer's opinion.

Emphasize your academic qualification, your potential, your motivation, maturity, integrity, leadership skills, imagination and so on.



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Guidelines for personal recommendation (letter of recommendation from a family member, friend, acquaintance).

Consider the above guidelines as general **principles, which** can carry through to your personal reference. Bear in mind, this is a personal reference and should contain greater insight into your personal situation, environment and character. Perhaps it can highlight personal accomplishments or adversity you've overcome.

Personal letter content:-

Detail who the letter writer is, their connection to you, and why they are prepared to give you a reference.

This application, official transcript, and letters of recommendation should be forwarded no later than

April 15 to:

Secretary

**St. Andrews Society of Oakland Scholarship Committee
4300 Black Avenue #189
Pleasanton, CA 94566**