

Scholarship Application Tips and Tricks:

Getting a Letter of Recommendation

With scholarship applications opening on March 6th, the time to apply for Fall 2023 scholarships is quickly approaching. A letter of recommendation is an essential component of any application. This is the perfect time to secure your letter early and get a head start on the application process. Here are some tips from GSU professors on how to obtain a letter of recommendation:

What Professors Look For:

Professors are more likely to write letters of recommendation for students who:

- Make a good effort to have a relationship with them,
- Show up to class,
- Stay on top of their responsibilities,
- Participate in class,
- Ask questions, and
- Are respectful.

Who to Ask:

- People who are within your field of study rather than outside of it.
- Professors you are currently working with and know well.
- Multiple People. Have a few people in mind, this way you aren't scrambling if your chosen professor says 'no'.
- People who have offered to do so. Professors might offer if they have a good relationship with the student. Be sure to take them up on this offer.

How to Ask:

- Ask, don't command the professor to write the letter.
- Have a quick conversation with the professor to explain the situation.

Getting a Letter of Recommendation, Continued

How to Ask, Continued:

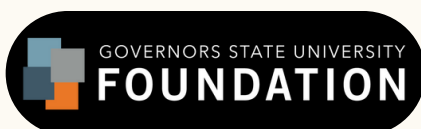
- Ask early, at least two weeks before the due date.
- Explain why this professor is the best fit for your needs (i.e. you have a good relationship with them, they're within your field, etc.)
- Be ready for all responses, even 'no'.
- Don't take 'no' personally. Professors have lives and commitments, too.

Painting a Full Picture:

- Give your professor as much information as possible. This will result in a much stronger letter of recommendation.
- Give the professor details and criteria for the scholarship. It is difficult for anyone to write a letter of recommendation if they don't know what they are writing for.
- Provide your resume or CV to your professor, allowing them to gain insight on your professional life.
- Show your professor your personal statement/ scholarship essay so that they can gain a better understanding of your life outside of class.
- Talk to your professor about your academic/career goals. Knowing your goals is just as important as knowing your background.

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Governors State University Foundation
1 University Parkway
University Park, Illinois 60484-0975
708.235.7510
FoundationScholarships@govst.edu
Check out our Scholarship Universe