COMMUNITY SPOUSES’ CLUB OF FORT BENNING

MERIT SCHOLARSHIP FOR TRADITIONAL/CONTINUING EDUCATION STUDENTS

**Instructions for letter of recommendation**

**Name of candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Using the guidelines below, please provide a brief recommendation for this applicant.

1. Do not refer to the applicant by name; refer to this applicant as “he” or “she”.

2. Your recommendation should include comments on initiative, attitude, integrity, intellectual curiosity, motivation, and any other information you feel is pertinent. The recommendation may be based on a professional and/or personal relationship (excluding family members).

3. Include the following information:

 a. Your relationship to the applicant

 b. Length of time you have known the applicant

 c. Your printed name, signature, phone number, email address and current date

4. Length of the recommendation should not exceed one typed page.

5. Please type the letter of recommendation.

6. Place the letter in an envelope with your signature across the sealed back flap and return to the applicant for submission with the scholarship application packet. The applicant MUST turn in the application packet by **March 15, 2018.**

**Instructions for the applicant:**

1. Please choose someone who can write knowledgeably about your academic, extracurricular, volunteer and/or work related experience.
2. Include the sealed recommendation with your application packet. It is solely your responsibility to ensure the recommendation is included with your packet.

**Letters of recommendation not included in the packet will not be considered and will cause the applicant’s file to be ineligible for consideration.**

Questions pertaining to the scholarship application can be directed to CSC Scholarship Chairperson, at **scholarship@fortbenningcsc.org**, or our general website; [www.fortbenningcsc.org](http://www.fortbenningcsc.org).

Signature and Date