

SAMPLE REFERENCE LETTER

Dear Scholarship Committee:

It is my great pleasure to recommend [student first and last name] for the [scholarship name]. I am [his/her] Guidance Counsellor at [name of high school] and have had the pleasure of working with [student first name] on several committees and programs.

I see that the scholarship is intended to go to someone who demonstrates strong leadership skills. [Student first name] fits these guidelines perfectly. This past year [he/she] took on the primary responsibility for our school's role in the Enterprising Young People program. [He/she] collaborated with business students at Concordia University in tailoring the program to our student population. [He/she] is also gifted in recognizing and drawing out the talents of others, and was able to put together and supervise a student committee to review the business plans created by the entrepreneurial students in the Enterprising Young People program. It is rare to meet a high school student who is so mature, organized and results-oriented.

I can whole-heartedly support [student first name] for this award. [His/her] demonstrated leadership and vision have made a positive impact on our school community and I have no doubt that this will continue at the university [he/she] will be attending.

Sincerely,

[Name]

[Title, name of high school]]

[Email address]

[Phone number]