



## LA MICHOCACANA FOUNDATION

### SCHOLARSHIP FOR EXCELLENCE

#### **Guidelines for an Academic Recommendation Letter**

The first important thing to consider is who to ask for a recommendation letter. We suggest you think of an instructor, professor or advisor that knows well the quality of your work, achievements, awards and that such familiarity may be evidenced on his or her writing.

Once you choose the person, consider asking him/her personally for the letter. Let him/her know why this letter is important to you. Academic professionals are usually very busy individuals and are asked for many letters of recommendations, among other matters, so make sure you are giving him/her enough time to give good thought to your letter.

To help your professor write a detailed letter, you may want to provide him/her with the following information:

- ✓ 1 or 2 academic highlights
- ✓ 1 or 2 highlights from your life in general
- ✓ 2 or 3 extra-curricular activities
- ✓ Any hardships or challenges to explain
- ✓ Anything else you would like your professor to know or to include in your letter:

You may also prepare yourself to explain to him the following:

- ✓ How are you a unique student
- ✓ What is your strongest attribute as a student
- ✓ How do you contribute positively to the college community
- ✓ A story that demonstrates something meaningful
- ✓ Remind him/her the nature of your relationship
- ✓ Give an honest evaluation of your skills and accomplishments (include specific examples)
- ✓ Why do you think he or she should recommend you



Our last piece of advice would be for you to follow-up with your professor in a timely manner. Remember your professor, academic advisor will have to **mail a recommendation letter directly to PO BOX 550808, Houston TX 77255** no later than **December 18, 2023** in order for your application to be considered for the **Scholarship for Excellence Spring 2024**.