



Guidelines for an Employment Recommendation Letter

The first important thing to consider is who to ask for a recommendation letter. We suggest you consider a current or past supervisor who can express well about the quality of your work 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 them know why this letter is important to you. Supervisors are usually very busy individuals who don't get this kind of request very often, so make sure you are giving them enough time to give good thought to your letter.

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

- ✓ Current and previous positions held in the company
- ✓ Date of hire
- ✓ Summary of job responsibilities
- ✓ Current projects or past achievements within the company
- ✓ Any hardships or challenges to explain
- ✓ Anything else you would like the teacher to know or to include in your letter:

You may also prepare yourself to explain the following in order for him/her to have more information:

- ✓ How are you a unique contributor to the company
- ✓ What is your strongest attribute as an employee
- ✓ Give an honest evaluation of your skills and accomplishments (include specific examples)
- ✓ Why do you think he or she should recommend you
- ✓ What motivates you
- ✓ What excites you



Our last piece of advice would be for you to follow-up with your supervisor in a timely manner. Remember your supervisor will have to **mail a recommendation letter directly to PO BOX 550808, Houston TX 77255** no later than **December 19, 2025** in order for your application to be considered for the **Scholarship for Excellence Spring 2026**.