NSRCF: TIPS TO REQUEST LETTER OF REFERENCE

The purpose of a letter of reference or recommendation letter is for the scholarship committee to get to know more about you as a person, your journey, your character, accomplishments and goals as observed from someone who has worked with you at school, in the community, employment or through an organization or activity.

Here are a few tips for requesting a letter of reference – you need one letter of reference for the scholarship application.

• Think of one or two people you can ask for a letter of reference – have back-up people to ask in case needed, as people may not be able to write you a letter within the scholarship deadline date.
  * Who knows you…School official (i.e. teacher, counselor, principal), community leader or representative of an organization that you volunteer or are connected with or from your employer, minister, coach or mentor – sorry, can’t be a family member.

• Ask (In Person or Email) for letters of reference “early” and allow a few weeks to one month for the reference person to complete your letter.
  * Plan to follow up with a reminder email if needed to let the recommender know how many days left to the deadline of the scholarship application of March 20, 2020.

• How to ask for letter of reference in an email, letter or in person:
  * Tell the recommender of why you think they are the best person to write a letter for you.
  * Mention what you learned or gained from knowing or working alongside with them or how they have shaped your life or inspired you as a person and/or student to pursue your education and passions in college.

• Provide Reference Person with the following information to help them write a strong letter of support:
  * Background information on the NSRCF scholarship program
  * NSRCF Reference Letter Information Page (See NSRCF application packet)
  * Copy of your personal statement for the scholarship
  * Summary of your school, community, volunteer & social activities and personal information (family, cultural background, first generation college student, economic need)
  * Take time to meet with them to talk about the scholarship, updates of what you have been doing and to answer any questions.

• Inform them of Scholarship Deadline Date: March 20, 2020. Three ways to submit letter of reference:
  1) Provide you (student) with PDF letter to be uploaded in your online NSRCF application submission
  2) Email Letter of Reference PDF to nsrcfseattle2020@gmail.com
  3) Mail hard copy to NSRCF Local Scholarship Committee: c/o Wing Luke Museum – ATTN: Rahul K. Gupta, Director, Education & Tours – 719 South King Str. Seattle WA 98104

• Send a “Thank you” card to your Reference Letter Person as courtesy and to keep good relationship with them.
  *Let them know how the application process turned out and thank them for their time and help in the application process.
  *If selected as a scholarship awardee, invite them to the NSRCF 2020 Scholarship Recognition Ceremony on May 30th, 2020 at the Asian Counseling & Referral Service Agency.