



NÄCHSTENLIEBE WELTWEIT

## ANNEX C

### Template for letter of Recommendation. Please limit to one (1) typed page.

If you have been asked to write a letter of recommendation for an applicant who is applying for a scholarship from the Scholarship Program bearers of hope for Africa, please include the following information:

**1. How you know the applicant and your experience with the applicant**

*How you met the scholar, how you worked together and basic qualifications. Be sure to cite details that enable the scholarship selection committee gain a clear, holistic understanding of what type of person the applicant really is; for e.g., the applicant's character, proclivities, and general attitude when working with others.*

**2. The leadership potential and what makes the applicant so special.**

*Provide clear, detailed information regarding her past leadership roles, providing detail on the range of leadership skills including qualifications and successes.*

**3. The applicant's course of study**

*Please include your detailed information regarding the applicant's potential to succeed in the course of study chosen and the learning institution they plan to attend.*

#### Dos and Don'ts

- Do gather information from the applicant
- Do allow sufficient time to prepare this letter of recommendation
- Don't make your letter longer than one page
- Don't use generic letters for recommendations



**NÄCHSTENLIEBE WELTWEIT**