



WESTERN  
ILLINOIS  
UNIVERSITY

## SUGGESTIONS FOR WRITING RECOMMENDATIONS

The student who is asking you for a reference is being considered for a scholarship to Western Illinois University.

- **For An Academic Reference:**

- You can best help this student by giving us your honest evaluation of their likelihood of academic success as you know it. We are interested in the student's current attitude toward learning, their study habits and time management skills, and most especially their motivation to succeed in higher education as well as how you know this student.
- If you know of special circumstances that have impacted this student's academic progress and have the student's permission to mention them, please do so.
- We ask that the signed reference be on letterhead with no electronic signatures.

- **For A Personal Reference:**

- Please state how you know this student, the character of this individual, and if you feel this individual is a good candidate for a scholarship to Western Illinois University and if so, why.
- This letter should be signed but not have an electronic signature and should not come from a family member.

Thank you for your assistance. Please feel free to contact me if you have questions about the scholarship or reference letter.

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Civil Service Scholarship Committee Chair