

PERSONAL RECOMMENDATION REQUESTS

You may give one of these forms to each person you request to write a letter of recommendation for you.

=====**Cut here**=====

Please write a letter of recommendation for me to include in my application to the North Bend Community Scholarship Fund.

The NBCSF requests that you:

- 1. Give a candid and personal evaluation that will help distinguish me from other well-qualified applicants because the recommendation is often a deciding factor.
- 2. Whenever possible, cite specific and detailed examples about my work, attitude, abilities, progress, etc. which you have personally observed.
- 3. Do not make a listing of my various school / community activities because I have included them in another section of the application.

The NBCSF also includes these special instructions:

- 1. Your signature is required, as well as a printed or typed name. (A letter without a personal signature is considered invalid.)
- 2. Include your title or position (such as: teacher/coach/employer/minister/scout leader/advisor, etc.) and indicate how you know me (such as: student / employee / organization member / intern/ trainee/ volunteer, etc.)
- 3. Include your phone number or email address. (Evaluators may have follow-up questions.)
- 4. Use letterhead stationery, if possible, leaving at least a one inch left-hand margin.

Please have the letter ready for me to pick up by: _____

Thank you, _____

The North Bend Community Scholarship Fund, Inc. is a 501 (c) (3) non-profit corporation to 1) receive gifts and bequests, 2) invest receipts, and 3) disburse interest or special gifts to NBHS graduates of any year based on ACADEMIC EXCELLENCE, SPECIAL MERIT, and/or FINANCIAL NEED so they may attend college/university or technical/vocational school. NBCSF is managed by a volunteer Board of Directors. The address is: P.O. Box 567, North Bend, OR 97459.

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