GUIDELINES FOR LETTERS OF RECOMMENDATION
Rhodes, Marshall, Mitchell Scholarships

Student: ________________________________

Major/Minor: ___________________________ Class: ___________

The student above has requested a letter of recommendation for the following scholarship(s):

_____________________________________

Letters of recommendation are due on July 21, 2015 to the Scholarship Advising office to accompany the student’s preliminary application. If/when the student receives an official Dartmouth nomination to apply for these awards, they will contact you to request that you upload the letter to the website of the appropriate scholarship (you should receive this notification by mid-September). If you need a scanned copy of your letter (so that, for instance, you have an electronic copy with a handwritten signature), please contact scholarship.advising@dartmouth.edu and we would be happy to send you one.

PLEASE BE SURE THAT YOUR LETTER:
1. Is on official letterhead from your institution (college, school, organization).
2. Has a handwritten signature.
3. Is addressed to the specific award committee: “To the Rhodes Selection Committee”, “To the Marshall Selection Committee”, “To the Mitchell Selection Committee”
4. Makes clear that you are recommending the student for a specific award (the Rhodes, Marshall, or Mitchell—please submit separate letters for each award).

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General Guidelines for Strong Fellowship Letters:
• Letters should be one and a half to two pages single-spaced in length. These scholarships appreciate longer letters of recommendation that give the sense of the student as an individual.
• Address the student’s academic performance or extracurricular engagements in detail and with examples. This gives a stronger impression and demonstrates personal knowledge of the student beyond their grade (the student should indicate what your letter should address, i.e., will your letter be an academic recommendation, leadership skills recommendation, etc.).
• Provide a context in which you know the applicant and for what length of time.
• Situate the applicant’s performance in a larger context of your experience.
• Discuss why the student would be a strong candidate for a specific scholarship (see information below)
• Be candid but not negative. These grant foundations are looking for realistic evaluations of students rather than overly positive hyperbole which may be unfounded or unsupported.

Weak Fellowship Letters (not helpful to the candidate):
• Too short, too vague, no specific examples for points made
• Generic letters or letters for other purposes (grad school admission, for example)
• Letters that merely summarize information from the application
• Letters that focus on courses taken or descriptions of activities/organizations rather than the work that the applicant did within those contexts
• Letters that evaluate the student as mediocre or average or too many negative evaluations

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Scholarship Advising, Office of Undergraduate Advising and Research
HB 6201, Parker House
Tel: 646-8647 Fax: 646-3488 Email: scholarship.advising@dartmouth.edu
www.dartmouth.edu/~scholarship/
Do NOT agree to write a letter if:
- You are not strongly positive in support of the applicant
- You do not feel that you know the applicant well enough or you do not remember enough to provide a good letter
- You do not feel that you are the right person to recommend him/her for the fellowship
- You do not have the time to write it

When writing the recommendation, the foundations ask you to please provide concrete evidence to support one or more of the following criteria specific to each fellowship. Don’t feel that you should address all criteria. It is best to speak to your own experience of the student and his/her work:

**Marshall, Mitchell**
- High academic achievement and intellectual promise
- Strength of character as demonstrated through community/campus service
- Demonstrated leadership ability and potential for leadership

**Rhodes**
- High academic achievement and intellectual promise
- Strength of character as demonstrated through community/campus service
- Demonstrated leadership ability and potential for leadership
- Physical vigor, i.e., sports or other related activity (Rhodes only)

Please submit your letters by July 1st to:

Mail to/Drop off at:
Scholarship Advising
Dartmouth College
HB 6201 Parker House, Room 106
Hanover, NH  03755

Fax to: (603) 646-3488

Email: scholarship.advising@dartmouth.edu

**If you have further questions about letters of recommendation for these fellowships or if you would like to submit a draft, please contact Jessica Smolin, Scholarship Advisor, (603) 646-6489.**

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