



The Gamma Beta Phi Society Student Scholarship Application Letter of Recommendation Guidelines

Format

Your letter should be typed and printed on official letterhead. Your signature (electronic or hand signed and scanned) and contact information should also be included.

Letters should address the following:

1. Name of student
2. Your relationship with the student
3. The reasons you support the student's application(s) for the scholarship(s). Examples would be beneficial in this section.
4. Please include name(s) of scholarship(s)

Submission

To submit your letter of recommendation please email a signed copy of the letter to info@gammabetaphi.org. If your student is applying for multiple applications, only one letter is required. It is important to include the name(s) of the scholarship(s) in the letter and to address all points of the scholarship(s).

Writing a Letter of Recommendation

It is helpful to review a student's resume or vita when writing a letter of recommendation.

Some scholarship websites recommend students write their letters and have the recommender sign. Our scholarship process is different. Do not have student's write their own recommendation letter. They will address their qualifications in their essay. The committee members want to hear from the Chapter Advisor.