

Preparing for letters of recommendation

To the Scholarship Applicant: A great person to ask for a letter of recommendation would be: an academic advisor, coach, an instructor, your employer, or a spiritual advisor for his/her recommendation.

Once you receive the letter from your person, upload it to your scholarship application portal. If you receive a hard copy of the letter, scan it in and upload. If you receive it as an attachment, you should be able to upload it. If it comes to you in the body of an email – you should copy and paste it to a Word document, save it and upload it.

In a letter of recommendation, the recommender should identify:

- the student's name
- how they know the student
- their Quality of Work
- Dependability
- Initiative and Enthusiasm
- General Professional Potential
- And any additional comments

Need Help?

For specific scholarship questions, call 218-733-7707 or email foundation@lsc.edu

For questions using the online application for scholarships, contact the Student Technology Center or call 733-1016.

For extra help with essay writing, make an appointment with The Learning Center— E2330 & E2356-E2366; Monday-Thursday 7 am – 6 pm; Friday 7 am – 4 pm Phone: (218) 733-5927

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