

California Teachers Association Martin Luther King, Jr Memorial Scholarship Fund



Guidelines for Letters of Recommendation

Two current letters of recommendation must be sent separately for your application to be considered complete (no old or recycled letters).

Letter of Recommendation #1 - Educator
(Teacher, Counselor, Administrator, School Coach, College Professor, etc.)
No family members

Letter of Recommendation #2 - Educator or Community Member.
A community member is someone who knows the applicant outside of the school setting.
No family members

Letters of Recommendation must be:

- On institution or organization letterhead, if applicable
- No more than two pages each
- 12-point font
- Double-spaced
- Signed by the individual who wrote the letter

Letters should include:

- Your association to the applicant
- Number of years you have known applicant

Your knowledge of the applicant's

- Involvement in, and sensitivity to, human, social and civic issues
- Characteristics such as responsibility, reliability and integrity
- Academic and career potential
- Special and personal achievements

Please note: It is the applicant's responsibility to ensure that the letters of recommendation are submitted by the deadline. Contact Janeya Dawson at 650-552-5446 to inquire.

Email scan current letters of recommendation to jdawson@cta.org or mailed directly to:

CTA Human Rights Department
Attn: Janeya Dawson
PO Box 921
Burlingame, CA 94011-0921