

Guidelines for Letter of Recommendations

CTA Scholarships (Dependents, Del A. Weber, Members, and SCTA)

- **LETTER OF RECOMMENDATION #1 – Educator – (No family members)
(Teacher, Counselor, Administrator, School Coach, College Professor)**
- **LETTER OF RECOMMENDATION #2 – Educator or Community Member
(No family members)**

Directions:

- Letters of recommendation must be typed. Be sure to include **applicant's name, name of scholarship, your name, signature, relationship to applicant** and **number of years you've known applicant** on the letters of recommendation.
- Letters of recommendation must be current or within this academic year (NO old or recycled letters). They must also have the signature of the originator or else the letter will not be accepted.

Letters of recommendation must address each category SEPARATELY or they WILL BE considered incomplete.

Limit your statement to approximately 200 words for each category. The CTA Scholarship Committee must be able to evaluate and score each category independently. Scholarships are awarded based on the highest cumulative scores. (Please note that letters of recommendation for college admission will not be considered.) Please provide a word count.

- Please provide situations/examples that demonstrate achievement in each category. Add other items that may be of interest to the committee.
- Letter **must** be **double-spaced**. Font size **must** be 12 pt. or larger. A standard font is required. Do not hand write.
- **DEADLINE:** Applications must be submitted online by 11:59 p.m. on **Friday, February 3, 2017**. Two current letters of recommendation and official transcripts must be sent separately to:

CTA Human Rights Department, c/o Janeya Dawson, P.O. Box 921, Burlingame, CA 94011-0921.

- **Points will be deducted if the guidelines are not followed.**

EACH CATEGORY MUST BE ADDRESSED SEPARATELY!

1. Involvement in and sensitivity to human, social and civic issues that reflect responsibility, reliability and integrity.
(Limit response to approximately 200 words).
2. Educational and personal achievements that reflect Academic and vocational potential. **(Limit response to approximately 200 words).**