



C U Y A M A C A  
· C O L L E G E ·  
L E A R N I N G F O R  
T H E F U T U R E

Date: 11/12/2020

Students Name,

Subj: Letter of Recommendation

Quality reference letters should compose these elements:

- Due to need, there are different types of scholarship reference letters depending on the sponsor. Students inform your professor, counselor, or administrator that you are seeking an “Academic Reference Letter.” [Very few scholarships](#) require “Academic Reference Letters”; make sure the sponsor is requesting this type of reference letter before you request one. Scholarship letters need to be specific to the applicant’s needs, not a template letters, sponsors and scholarship boards can easily screen out applications with template or poor reference letters.. Scholarship letters need to be one-page, sponsors and committees want to optimize their limited time. It is appropriate for those asked to be a reference to **DECLINE** to write a Reference Letter of any type.
- There should be an introduction as to how the reference knows the applicant in the past if applicable or currently within the academic environment to include classroom, clubs, teams, organizations or committees.
- The letter should discuss the diverse academic qualities of the applicant; provide the best 3D picture possible. This means in class individual/group participation in discussion, work, or science/engineering project or other types of projects and portfolios that may be appropriate to your class of the applicant’s focus.
- The letter should also represent the applicant’s potential for achievement of their aspirations and more.
- **REMEMBER:** Scholarship “Reference/Recommendation Letters are a “Third Persons Point of View of the applicant” you are providing a **“3-Demesional image of the applicant”**
- **DO NOT** let you letter exceed **one** page. Sponsors want the best make it a meaningful one-page.
- **PLEASE REVIEW THE TWO EXAMPLES**

Sincerely,

Reference’s Full Name

Title

Business/College or University

Contact address and/or number

Revised: November 12, 2020



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November 12, 2020

Michelle Arvizu,

Cuyamaca College

Subj: Letter of Recommendation,

Scholarship Committee,

**Good  
Example  
Academic**

I taught Ms. Arvizu the past two semesters, she attended my “Early World History Class” in the Fall of 2019 as well as my “Modern World History Class” in Spring of 2020. In my Early World History Class her final standing was A- and in the Modern World History Class her standing was A. Both are exemplary grades considering the challenges outlined in each syllabus and the unexpected challenges faced in the Spring 2020 semester. The college general courses guide states the course is introductory; my course expectations and outcomes are far more than introductory, thereby making my course challenging. Ms. Arvizu’s standing in my classes was a reflection of how hard she strove to overcome language and COVID-19 challenges she had during this period. Those challenges helped her focus on her class presentations, group work, and assignments more determinately. The following are a few examples of her focus and academic achievement in my classes.

Ms. Arvizu’s major is History, her desire is to teach History, she wants to focus on Central American History. In my “Early World History Classes,” students are required to do three-minute presentations, it is the most challenging test my students face. Ms. Arvizu presented her topic on the Qin Empire. This topic is exceptionally complicated, being the first emperor of china, to make interesting and intelligible in three minutes is challenging. Ms. Arvizu was able to capture the essence of the Qin Empire and provide the facts in a way where everyone would understand a complex topic. She received full makes for her presentation and extra credit for best topic from the students.

In my Spring 2020 “Modern World History Class” Ms. Arvizu did very well, her test scores were in the same 90 percentile to those in her Fall Class. It is her term paper that is remarkable, consider too that English is not her primary language her paper is even more substantive. The topic was “The Spanish Empire in America,” It was cleverly unique as it disused facts from North America to Central America not simply Central America. Her writing delineated the empire and indigenous population’s customs, actions, and outcomes of the Spanish Empire’s influence in the Americas. Her thoughtful writing was hard work and determination.

The motivation Ms. Arvizu shows is obvious in all of her class work. Even when our class had to convert to online courses due to COVID-19, Ms. Arvizu used every means possible including her phone, family, and friends computers because Michelle could not afford one, until a classmate loaned her a used computer. It is for this reason and other school costs that Michelle needs to be awarded your scholarship.

Sincerely,

**WELL WRITTEN 1 PAGE, AND CONCEPT OF CONTENT,  
HELPFUL TO SCHOLARSHIP REVIEW.**

Severus Snape, History Professor  
Cuyamaca College  
900 Rancho San Diego Pkwy.  
El Cajon, CA 92019

Revised: November 12, 2020



**BAD Example**

November 12, 2020

Michelle Arvizu,  
Cuyamaca College

Scholarship Committee,

Ms. Arvizu was as student for the past two semesters in my “Early World History Class” in the Fall 2019 and “Modern World History Class” in Spring of 2020. In my Early World History Class her final standing was A- and in the Modern World History Class her standing was A. The college general courses guide states the course is introductory; I create exceptional courses that are far more than introductory. Due to this Ms. Arvizu’s standing in my classes reflect her work and the content of the courses. The spring course was faced with the challenge of dealing with the COVID-19, however I was able to assist all student to covert over and keep them on task, Ms. Arvizu keep her focus and did very well in these challenging times. The following are a few examples of her focus and academic achievement in my classes.

Sincerely,

Severus Snape, History Professor  
Cuyamaca College  
900 Rancho San Diego Pkwy.  
El Cajon, CA 92019

**LIMITED CONTENT, NOT DEFINITIVE, NOT HELPFUL TO SCHOLARSHIP REVIEW.**

Revised: November 12, 2020



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November 12, 2020

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Academic**

Michelle Arvizu,

Cuyamaca College

Subj: Letter of Recommendation,

Scholarship Committee,

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As a brilliant student, Ms. Arvizu's plan is to major in History; her desire is to teach History, she wants to focus on Central American History. In my "Early World History Classes," students are required to do three-minute presentations. Her acumen made this most challenging test for most of my students interesting and fun. Ms. Arvizu presented her topic on China's first Empire, the Qin Empire was both extensive and factually complicated as this topic is exceptionally complicated for a short presentation, the first emperor of China, and Ms. Arvizu was able to make it interesting and intelligible in her allotted three minutes. The fact is Ms. Arvizu was able to capture the essence of the Qin Empire and provide the facts in a way where everyone would understand a complex topic. The evaluation of her presentation is provided in part from the class and myself. The review takes into consideration her media materials, were they on point, in Ms. Arvizu's case they were on point to the point of being technically accurate. Additionally, her speaking notes and oral presentation style considered. Her complete package was one of the best I have seen in my 15 years of teaching history. She received full marks for her presentation and extra credit for best topic from the students.

I was glad to see her presence in my Spring 2020 "Modern World History Class." It is without stating that Ms. Arvizu did well once again, in fact Ms. Arvizu did very well, her test scores and homework were in the same 90 percentile to those in her Fall Class. In my Modern World History Class, each student is required to do a five-page term paper on any topic in the first six weeks of the course. It was her mid-term paper that was remarkable; she showed herself to be ready and able to meet the class requirements at any time. She participated in period discussions, answering questions about the Spanish Empire and other inner connected English, French and Dutch dealings at the time. This is only one part of her desire to participate during the entirety of the course. Specifically, considering English is her secondary language and that writing normally follows oral communications as a communications skill, Ms. Arvizu's ability to write her mid-term paper was substantive. Ms. Arvizu's essay topic was "The Spanish Empire in America," her approach in writing was clearly unique as it discussed facts from North America to Central America, not simply Central America. Her writing delineated the empire and indigenous population's customs, actions, and outcomes of the Spanish Empire's methods for conquering various parts of the Americas. Her thoughtful writing was hard work and determination.



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THE FUTURE

The motivation Ms. Arvizu showed in each of her classes was remarkable as the truly dynamic and self-motivated individual she made her a true leader for everyone to note in classes and her class work was an example that others chose to emulate. Even I had to move our class to 100 percent online due to the COVID-19 issues and our college quickly respond to meet the needs to ensure the safety of our students. When our class successfully converted to online courses, Ms. Arvizu used every means possible to remain active online. It was my ability to perform some outreach that enabled Ms. Arvizu to meet with another classmate who loaned her a used computer. Ms. Arvizu is one of the most unique and self-driven students I have ever known, her education is her single goal at this time, she will make the best teacher any student could have because history is her passion. Please help her meet her educational needs by awarding your scholarship.

If you have, any further questions please feel free to contact me

Sincerely,

**OVER WRITTEN, BOARDS DESIRE 1 PAGE FOR EASE OF REVIEW, NOT HELPFUL  
TO SCHOLARSHIP REVIEW.**

Severus Snape, History Professor  
Cuyamaca College  
900 Rancho San Diego Pkwy.  
El Cajon, CA 92019



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