



HR SYMPOSIUM

Recommendation Letter Instructions

Dear Evaluator:

You have been requested to provide a letter of recommendation by a student who is applying for the Lyn Boone Memorial Scholarship, funded by Human Resources Inc. (HR Symposium). He/she is asking you to evaluate his/her ability to do undergraduate or graduate work, his/her character traits, career aspirations and his/her potential for professional success. We request that your letter of recommendation include the length of time you have known the applicant and in what capacity. Your evaluation of the individual and his/her credentials should include but not be limited to: intellectual ability, initiative, oral and written expression, motivation, emotional maturity, dependability, creativity, flexibility, and known professional and community contributions. Discuss any particular strengths and weaknesses that the individual has. Please be sure to include your contact information (name, title, organization or school, and phone number) in the letter. This helps us to ensure that letters of recommendation can be verified.

We know that you will appreciate the difficulty of evaluating many excellent applications, and hope that you will provide us with a candid appraisal of this individual.

Please submit your letter of recommendation through our website as follows:

1. Prepare, print and sign the letter. Scan the signed letter as a .pdf document and name your scanned document using the name of the applicant **and** your last name in the following naming convention: applastname-appfirstname-HRS2017Letterevaluatorlastname.pdf
2. Upload the document at <http://hrsymposium.org/scholarships/letters-of-recommendation>
3. An email confirmation that your letter of recommendation was received will be sent to you.

Letters of Recommendation MUST BE SUBMITTED BY Monday, April 3rd, 2017.

Your assistance is greatly appreciated.

Thank you,

The Lyn Boone Memorial Scholarship Committee