

GUIDELINE OR EXAMPLE FOR WRITING A RECOMMENDATION LETTER:

1. Write a detail recommendation letter and not in brief. Try to include the following points in the content but not limited to:
  - a. Introduce the candidate and yourself
  - b. Briefly explain your relationship with the candidate: How do you know the candidate in what capacity (your interaction) and how long?
  - c. Candidate's contribution to the organization? What tasks or duties performed by the candidate at the ICB Sunday school? Community involvement & Volunteer work
  - d. Also cover other areas of contributions other than the Sunday school.
  - e. Any other strengths and weaknesses (articulate).
  - f. Special skills or talents and how well the candidate demonstrated them. Mention of any Honors and awards
  
2. Have a conclusion with assessment of the candidate's suitability for the scholarship