



4-H PEI

Scholarship Awards – Reference Letter Instructions

Application Deadline: Monday, November 15th, 2021 at 5:00pm

Letters of Recommendation are one of the most important elements of any scholarship application as they can provide important information about your intellectual abilities or give a well-rounded picture of you as a person. *The reference letter should come directly from the reference, not be submitted by the member (unless it is in a sealed/separate envelope upon drop off). This is noted in the overall instructions.*

You are responsible for asking one individual to write a reference letter on your behalf. This individual cannot be a family member or a friend. A club leader, project leader, teacher or coach would be acceptable references. You should choose a person who can write a comprehensive letter about you, your studies, and extracurricular activities and how you contribute to society. It might be worth asking the individual – *do you feel you know me well enough to write a scholarship recommendation for me?*

It is important that you give this individual no less than two weeks notice. It will be important to tell this individual what award you are applying for and perhaps a bit about the 4-H program if they are not familiar. Often times a reference will find it helpful to have a copy of your resume when they are writing their letter. It would be courteous to give this as an option.

You should check in with your reference at least one week before the letter is due to see if the individual needs any additional information from you. Be sure to share the deadline and who the letter should be sent to. In this case, the letter must be received by Monday, November 15th at 5:00pm. The letter can be submitted through:

In-person: 40 Enman Crescent, Charlottetown, PE, Suite 235

Mail: Provincial 4-H Office, PO Box 2000, 40 Enman Crescent – Rm 235,
Charlottetown, PE, C1A 7N8

Email: kamaccormack@pei4h.ca

Fax: 902-368-6289
(Please call the 4-H Office at 902-368-4833 to ensure that we have received)

Finally, thank your reference for their time and willingness to write the letter on your behalf. This will let the individual know that you appreciate their efforts and increase the likelihood that they will write another letter for you in the future. If you are selected for an interview or for a scholarship award it would be considerate to let your reference know and send them a thank you card.