



Wells Mountain Initiative

Applicants: Guidelines for Requesting Effective Recommendation Letters

The WMI Scholars Program application requires the submission of two recommendation letters. These recommendation letters are instrumental in reviewing the complete application. Letters of recommendation serve as one element that assists reviewers in learning more about you from someone who knows you and your accomplishments well.

Tips For WMI Scholarship Program Applicants:

- Two recommendation letters from different people are REQUIRED to complete your scholarship program application.
- This is an opportunity for another person to introduce and share more information about why YOU deserve to become a WMI Scholar and a lifelong member of the WMI program.
- The people writing your recommendation letters should know you personally through your secondary/tertiary studies, involvement with a community organization, in a professional work setting, or as an individual who will further explain their direct connection to you within the letter.
- Letters should be written within a year of your application submission; older recommendation letters do not showcase your growth and most recent involvements and achievements. The letter must include the date it is written.
- Recommendation letters can NOT be written by family members.
- Within the online application portal, you will be required to enter the following information identifying the two recommenders who should be contacted to upload their recommendation letters:
 - Recommender's First Name
 - Recommender's Last Name
 - Recommender's Email Address
 - Message to the Recommender - You will write a short message to your recommenders requesting them to submit a recommendation letter for you.
- Ensure that the email addresses you provide for your recommenders are accurate. Recommenders will receive an automatic email from the application portal with instructions on how to upload the recommendation letters within a secure recommender portal on the platform.
- If you have further questions, please contact: info@wellsmountaininitiative.org