



2019 Beatrice T. and Virgil D. Gutierrez Legacy Scholarship

2019 Scholar Recommendation Request Form

Student: _____

Thank you for agreeing to serve as a recommender in support of your student's application for Taos Community Foundation's **Beatrice T. and Virgil D. Gutierrez Legacy Scholarship**.

The scholarship is highly selective and your letter of recommendation is an important component of our selection process. To the best of your ability, please describe what makes this student a strong candidate for this scholarship. If you are related to the student applicant by family, we ask that you excuse yourself as recommender.

Guidelines for Letter of Recommendation:

- 1) Please share your experience with this student, particularly in reference to their academic performance. Do you believe this student's educational and/or career goals are in alignment with their abilities?
- 2) Evaluate the student with respect to personal characteristics, such as honesty/integrity, maturity, leadership abilities, character, communication skills, responsibility and work habits.
- 3) Evaluate the students with respect to performance characteristics, such as oral communication, ability to think critically and problem solve, and his/her academic aptitude.
- 4) Include any additional information or comments about the applicant that you feel would be helpful to the selection committee, or any special circumstances the committee should consider.

In your Letter of Recommendation, please include the following:

- Your Name, Title/Position and School of Employment
- Contact information (phone/e-mail) in the event that we need to contact you for additional information

Submission of Recommendation Letter: Please select one of the following methods of submission:

- 1) Include your letter in a sealed envelope and have student applicant deliver with their application materials.
- 2) Mail or hand-deliver letter(s) directly to:
Taos Community Foundation – 115 La Posta Road Suite A, Taos, NM 87571

Mailing Address: Taos Community Foundation, PO Box 1925, Taos, NM 87571
- 3) Submit electronically to: hforte@taoscf.org

Letters must be received before our scholarship deadline of April 11, 2019 @ 5:00 PM.

Thank you for the time and attention you have extended on behalf of this applicant. If you have any questions about this process or about this new scholarship award, please don't hesitate to contact us:

Helen Forte, Director of Community Outreach hforte@taoscf.org