

## Guidelines to Assist in Completing a Bursary/Scholarship Reference Letter

In order to help us in selecting the recipients of the bursary/scholarship, your honest, detailed evaluation of the applicant's qualities is greatly appreciated. The guidelines below are suggestions only.

1. **Social and Emotional Maturity:** courtesy, tolerance, adaptability, poise, capability, expression of thoughts, awareness, and sincerity.
2. **Ability to adjust to new situations:** Is she quick to realize if any problems are developing with new and unexpected situations? Can she adjust to different situations?
3. **Ability to get along with others and share leadership:** ability to mix, ability to listen, sense of humour, consideration, ability to conform to the discipline of the group, tact, attitude toward all age groups, ability to work co-operatively with other adults and girls in decision making and solving problems. Does she accept duties assigned to her? Does she share? More? Less? Does she show initiative? Can she get along with a variety of personalities?
4. **What specific qualities make this applicant a suitable person for this bursary/scholarship?** Does she have outstanding personality traits or skills?
5. **Any other comments relating to the applicant not already covered.** Your additional thoughts are very valuable. Your honest, detailed evaluation of the applicant's qualities is greatly appreciated. Any information given will be considered strictly confidential.

If you wish further assistance in writing a reference please try Googling "reference letters" on the internet where you will find lots of other suggestions.