



## Recommendation Letter Tips for Applicants and References

A-B Tech Foundation scholarships require applicants to submit two recommendation forms. Recommendation forms will be included in the confirmation email sent to you once you have created your username and password in the STARS Online application system. Forms are also available on the Foundation's Website.

Please note: Recommendation letters are not required for those who are primarily applying for the Enrollment Scholarships. For more information, contact the Financial Aid office at (828) 398-7533.

Below are tips for obtaining and submitting forms. [The deadline for submission is March 29 \(5pm\)](#). If forms are not submitted by the deadline, you will not be considered for an A-B Tech scholarship.

### For Scholarship Applicants

- Give letter writers time – at least a few weeks' notice – The more time you give your recommenders the better each recommendation will be.
- Choose the right people to write letters on your behalf (**Don't choose a friend, neighbor or family member**).
- Recommendation forms should be completed by a teacher, counselor, employer or community leader (i.e. pastor or organization leader).
- Find those who can provide true insight into your accomplishments and potential. It is helpful if recommenders know you and are familiar with your work history, credentials, and academic and career aspirations.
- You may download or send the link directly to the appropriate individuals.
- Do not fill out the forms for them.

### For Letter Writers

- The one-page recommendation can be filled out electronically or hand written.
- Rate the student according to a list of attributes as well as provide comments based on your knowledge of the student.
- Forms should indicate your relationship with the candidate, the individual's abilities and characteristics, significant accomplishments, and the candidate's potential related to education, career or other background information.
- Once completed, and signed, the forms should be placed in sealed envelopes with the reference's signature on the back flap and the student's name clearly printed on the front.

Mail letters to:

Leronica Casey  
A-B Tech Community College  
340 Victoria Road  
Asheville, NC 28801

**(or)**

Drop off boxes are available in the lobby of the K. Ray Bailey Student Services Building  
and  
the lobby of the Madison County Campus Building