

See the sample letter on the left with a detailed explanation on the right.



Letter of Recommendation Example

Jane Smith
Program Coordinator
Example Alaska Native Youth Summer Program
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Dear Caleb Scholars Program Steering Committee:

It is with great enthusiasm that I recommend Les Washington for the Caleb Scholars Program. I had the opportunity to get to know Les as part of an outreach program for rural Alaska Native youth where she was a program participant for two summers and where she worked this previous summer as a counselor. During this program, I recognized that Les was an effective and natural leader among her peers who led by example and with a spirit of service.

Though Les was a program participant, she patiently taught me a lot of important cultural information and context that I had not realized previously. For example, Les taught me how the Iñupiat Value “Hunter Success” was not only about successfully hunting or fishing during subsistence practices. Rather, Hunter Success was about preparation, patience, self-restraint, and a willingness to learn from and accept failure: all attributes that make a responsible and successful hunter, and all attributes that are relevant to so many more contexts than hunting. By teaching me about how the Iñupiat Values mean much more than their titles, I have gained a better understanding of how the Iñupiat Values are present in my daily life.

I highly recommend Les Washington for the Caleb Scholars Program. Not only does she have a great understanding of traditional cultural knowledge, like the Iñupiat Values, she is willing to share that knowledge with others. From what I’ve learned about Caleb Pungowiyi, he was a champion for Indigenous knowledges, which is an attribute that I recognize in Les. In addition, Les is an active advocate for marine conservation. While working for our program, she organized a beach clean-up for participants and staff of the program and they picked up over 20 large bags of trash! She is currently studying rural development and has plans to return to her home community of Kotzebue and work in the cargo industry. This industry is related to marine conservation and it, as well as the Caleb Scholars Program, will benefit from Les’s involvement.

Sincerely,
Jane Smith

Commented [C11]: In this introductory paragraph, the author provides information about how they know the applicant, indicating the length of time they interacted with the applicant. They also provide some positive context about the applicant from something they personally witnessed or experienced.

Commented [C12]: In this paragraph, the author provides specific context about the applicant’s understanding of cultural knowledge as it relates to an aspect of subsistence practices. They also show how that understanding has had an impact in the cultural understanding of others.

Commented [C13]: In this paragraph, the author provides specific information about why they think the applicant is a good fit for the program. They also discuss that the applicant’s career path is related to marine conservation.