**Tips for Writing a Recommendation Letter for Women in the Trades**

* The Her Traditions Scholarship Committee will look for an applicant’s aptitude for the trade program she is pursuing, as well as characteristics of leadership in her community/field of work.
* This letter can be written by an instructor, industry professional, teacher, or mentor.
* A letter of recommendation for a woman in the trades should highlight her skills, experience, and character. Aim to emphasize the applicant’s strengths and abilities and how this scholarship would help her pursue professional goals within her given trade. Some examples may include specific trade skills or professional qualities she exhibits, such as integrity, work ethic, leadership, enthusiasm, etc.
* In the closing of the letter, please include your contact information if the scholarship committee would need to get in touch with you to answer any additional questions regarding the applicant.
* Please see the enclosed template to serve as an example layout for the Letter of Recommendation.

[Date XX/XX/XXXX]

Her Traditions Scholarship Program

Traditions Bank

226 Pauline Drive,

York, PA 17402

Dear Her Traditions Scholarship Committee,

BODY PARAGRAPHS

Please feel free to contact me if you have any questions regarding this scholarship application. You can reach me at [insert phone number] or [insert email address].

Sincerely,

[Your Name]

[Title or Position]

[Name of School or Organization]