



Western Tech High School Senior Scholarship LETTER OF RECOMMENDATION FORM

TO THE APPLICANT: Complete this section (this box) of the form and give it to the person you are requesting to complete the letter of recommendation. Please keep copies for your own record as forms will not be returned after submission.

I, _____, am requesting that you write a letter of recommendation and send it to the address indicated. I have indicated below the form will remain confidential (applicant to sign only).

I DO waive my right to inspect the contents of the following recommendation and understand that its contents will be kept confidential.

Applicant's Signature

Date

TO THE RECOMMENDER: The above prospective student is applying to the Western Tech High School Senior Scholarship. This person has requested that you compose a letter of recommendation on their behalf.

In your letter, it would assist us if you commented on the following areas:

- Your relationship with the applicant and how long you have known this person
- Interpersonal Skills
- Ability to work as a team player
- Academic Achievements
- Flexibility interaction with school classmates and instructors.
- His/her commitment to learning and/or projects.
- His/her judgment and problem-solving skills
- Punctuality.

**Attn: WTC Scholarship Committee/Admissions
Western Technical College
9624 Plaza Circle
El Paso, TX 79927**

Mail *this form* and your *letter of recommendation* directly to:

These materials are time-sensitive, and it is the responsibility of the prospective student to inform you of the due date for their submission. If you have any questions or need additional information regarding the admission process, please feel free to contact me. Thank you for your support of our applicants.

Sincerely,
Marco Martinez
Admissions Director
mmartinez@westerntech.edu
915-760-8157