Date:

Dear Letter of Recommendation Writers:

Thank you for agreeing to provide me with a letter of recommendation. I am applying for the **Mitchell Scholarship**, a prestigious scholarship for graduate school in Ireland. Below are details to help with the letter. Please let me know if you would like additional material. This/these scholarships require an institutional nomination so there is an internal application process at MSU. All recommendations need to be submitted to MSU’s National and International Fellowships Office (NIFS) via [nifs@msu.edu](mailto:nifs@msu.edu) . I will know if I am selected as a nominee in early September. **Please read the information below carefully.**

**Personal Information:**

* Student name:
* MSU e-mail address:
* Undergraduate major/minor:
* GPA:
* How you know me (course, research mentor etc.):
* Graduate study focus:
* Future career goal:

**Award Information:**

**About the Mitchell Scholarship:**

* The Mitchell Scholarship is designed to introduce and connect future American leaders to the island of Ireland, while recognizing and fostering academic excellence, leadership, and a commitment to public service. See link for details: <https://www.us-irelandalliance.org/mitchellscholarship/about>
* **The recommendation needs to be tailored to the Mitchell Scholarship review criteria, this is not like a general graduate school letter. See guidance here:**

<https://www.us-irelandalliance.org/mitchellscholarship/applicants/endorsers>

**Proposed graduate program in application:**

* 1st choice degree/program/institution (this is a 1 year master’s):

**Formatting:**

* Address the letter to: The Mitchell Scholarship Selection Committee (DO NOT address the letter to NIFS, the Honors College, or anyone other than the text above)
* Please double check for typos
* Put letter on letterhead, 12 point font
* No more than 2 pages (2 pages is ideal, 1 page is not strong enough)
* If you refer to a top % students taught, please note that anything other than top 1% is not strong enough for these scholarships, so please leave that out
* Signature line should include: a signature, your name, title/position and email
* Deadline: August 1 (this is a hard deadline)
* Email letter to: [nifs@msu.edu](mailto:nifs@msu.edu)