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 . 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