

## SUMMER YOUTH INSTITUTE

### Letter of Recommendation Instructions

**Applicant:** Please give these instructions to a teacher, school counselor, mentor, pastor, employer, or other non-family member to complete. You may NOT be recommended by a relative.

**Recommender:** Please follow the instructions below to complete your letter of recommendation. Please take some time and consideration in crafting your recommendation as ***your letter could make or break a student's application.***

- Letters should indicate the candidate's full name, preferably in the first paragraph.
- Letters should be typed, not handwritten.
- Letters should be printed on professional letterhead.
- Letters require the writer's signature and typed full name.
- A recommendation letter should be no more than one page and should include the following:
  - How long and in what capacity the writer has known the applicant.
  - The writer's estimates of the candidate's general promise as an attendee of the Summer Youth Institute's rigorous program.
  - Consider including answers to the following questions:
    - How do you rate the applicant's overall ability to work hard?
    - To follow-through on commitments?
    - To work with others?
    - To manage complex information?
    - To what extent is the applicant persistent and motivated?
    - Is there reason to doubt her or his commitment to the SYI program?

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The letter of recommendation may be uploaded and attached to the online application form, or it may be emailed, faxed, or mailed directly to Marquette University Law School at the contact information supplied below:

**Email:**            [SYI@marquette.edu](mailto:SYI@marquette.edu)

**Fax:**                414-288-0200

**Marquette University Law School**

Attn: Summer Youth Institute

P.O. Box 1881

Milwaukee, WI 53201