

# Letters of Recommendation

*Requirements and guidance for PMI Academic Scholarship applicants.*

Recommendation letters are a required component of the scholarship application and provide independent validation of an applicant's academic preparation, engagement with project management, and potential for future impact. Reviewers rely on these letters to assess an applicant's readiness and alignment with the scholarship's intent.

Applicants are responsible for requesting, collecting, and submitting all recommendation letters in accordance with the requirements below. The information that follows outlines both the **required criteria** for recommendation letters and **general guidance** on who may be appropriate to write them.

An optional sample request message is provided for convenience only. Recommenders are not required to use this format, and letters are evaluated based on content and compliance with requirements, not template use.

## Requirements

To be eligible for evaluation, applicants must submit **two (2) letters of recommendation** that meet **all** of the following criteria.

### 1. Letterhead

Letters should be written on official institutional or organizational letterhead.

If official letterhead is not available, the letter must clearly include the recommender's:

- Full name
- Title or role
- Organization or institution
- Professional contact information

This information may be used for verification if needed.

### 2. Language

Letters should be written in **English**.

If a letter is written in another language:

- A translated copy must be submitted along with the original letter.
- The translated version must clearly indicate that it is a translation.
- AI tools or translation applications may be used with disclosure.

- The translated version does not need to be on letterhead if the original letter is included.

### 3. Content

Letters must address the applicant's:

- Academic performance
- Contributions to project management or related work
- Potential to advance the field

### 4. Submission

- Both letters must be uploaded **with the application before the deadline listed in the portal.**
- Applications missing one or both letters by the deadline cannot be considered.
- Letters must be submitted by the applicant; PMI does not accept letters submitted directly by recommenders.

## Guidance on choosing recommenders

Strong recommendation letters are written by individuals who know the applicant's work well and can provide specific, credible examples.

### Appropriate Recommenders

- Faculty members, lecturers, or academic advisors
- Research supervisors or instructors familiar with the applicant's academic work
- Professional supervisors or mentors who can speak to project-based or applied experience

### Not Appropriate

- Peers, classmates, or fellow students
- Friends or family members
- Individuals who cannot speak directly to the applicant's academic or project-related performance

### Guidance for Requesting Letters

- Request letters **well in advance** of the application deadline.
- Share relevant materials with your recommender (e.g., resume, academic focus, project work) to support a detailed and accurate letter.
- Clearly communicate submission requirements, deadlines, and format expectations.
- Follow up respectfully and confirm receipt before submitting your application.

## Important Notes

- PMI cannot evaluate or interpret individual eligibility scenarios based on recommendation letters.
- Recommendation letters are reviewed as part of a holistic, rubric-based evaluation process.
- Final determinations are made during review based on the complete application.

## Sample Request Message (Optional)

Below is the optional template available for applicants to use to request someone write a letter of recommendation.

**Subject:** *Request for a Letter of Recommendation*

*Dear [Recommender's Name],*

*I hope you are doing well. I am writing to ask whether you would be willing to provide a letter of recommendation in support of my application for the **PMI Academic Scholarships**.*

*Given your familiarity with my work in [course, program, project, or role], I believe you would be well positioned to comment on my academic performance, engagement with project management, and potential for future impact in the field.*

*The scholarship requires that recommendation letters:*

- *Be written on official institutional or organizational letterhead (where available)*
- *Be written in English*
- *Address academic performance, project-related work, and potential for future contribution*

*Letters are submitted by the applicant as part of the application process. If helpful, I would be glad to share additional information such as my resume or a summary of my academic or project work.*

*Thank you very much for considering this request. Please let me know if you would be willing to support my application, or if you have any questions.*

*Sincerely,*