ILLINOIS STATE UNIVERSITY
Illinois' first public university

Robert G. Bone
SCHOLARSHIP

Guidance for Letters of Recommendation

What is the Bone Scholarship?

Thank you for supporting a student's application for the Bone Scholarship.
The Bone Scholarship is the highest honor an Illinois State University undergraduate student can receive. Bone Scholars are students who combine broad and excellent academic achievement with campus and community engagement. They are expected to have shown outstanding qualities of character and leadership.

Applicants have been nominated by their Department/School and complete an in-depth application to highlight their experiences. Letters of recommendation support the information applicants share about their academics and involvement, helping the selection committee select the final recipients.

General Guidance
Letters should explain the context in which you know the applicant, which will influence the information you are able to provide about the applicant. Based on how you know the applicant, please comment on the most appropriate from the following: character, work ethic, accomplishments, or academic abilities as a student/scholar.

If you do not know the student well enough to write a strong letter, the student has not given you enough time to write a letter, or you have other reasons that make you uncomfortable supporting the student's application for the scholarship, please explain this to the student and decline to write the student a letter. A two-paragraph general letter is not helpful to the student or the selection committee.

Format

1) no more than two single-spaced pages,
2) one-inch margins on all sides,
3) 12-point font,
4) printed on letterhead (letterhead may extend into the one-inch margins), and
5) signed.

What is most helpful....

- Examples of how the applicant has gone above and beyond their peers.
- A discussion of your impressions of the applicant's character and work ethic.

What is not helpful...

- Letters written for another purpose.
- Positive praise that is not supported with specific examples.

Submission deadline is Monday, March 1, 2027

- Email the letter as an attachment to
Lauren Palmer lmvala@ilstu.edu
(preferred)

- Mail a hard copy to:
Honors Program: Attn. Lauren Palmer
Illinois State University
Campus Box 6100
Normal, IL 61790-6100