



Five  
Stones  
Foundation

## **FSF Scholarship Reference Letter Guidelines2018**

*(Please give this to the two individuals writing letters of reference for you. The reference letter guidelines can be download as well at <http://essclean.com/employment> be sure to scroll to the bottom of the page to access the link)*

### **The Five Stones Foundation is offering scholarships for higher education to ESSClean, Inc. employees and their children.**

An important part of the application process is for the applicant to provide two letters of reference. These reference letters are intended to provide the scholarship committee with a more complete picture of the applicant's potential as a student of higher education.

### **We offer the following guidelines as you compose your letter of reference for this person.**

1. How long and in what setting have you known the applicant?
2. What can you tell us about this person's honesty and integrity?
3. How would you evaluate the applicant's willingness to work, to complete tasks, to cooperate with others, to respond to instruction, to take ownership of her/his actions?
4. What qualities does this applicant have that would encourage her/him to complete the educational goals on which s/he embarks?
5. Include any other information that would help committee members in making a decision about awarding a scholarship to this person.

### **Please mail your reference letter directly to the scholarship committee at:**

FSF Scholarship Committee

P.O. Box 17067

Urbana, IL 61803- 7067

*Letters must be post-marked no later than **April 30<sup>th</sup>, 2018** to be considered.*

### **Questions?**

Please feel free to contact us:

Phone: 217- 355-2031

Email: [FiveStones@ESSclean.com](mailto:FiveStones@ESSclean.com)

Thank you very much for providing this valuable information,

Five Stones Foundation Scholarship Committee

P.O. Box 17067 Urbana, IL 61803-7067

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