[Name of letter-writer]

[Contact number or email of letter-writer]

[Date letter is written]

Program Directors, VCE Summer School (VCESS)

Wurundjeri and Boon Wurrung Country

Building 168, University of Melbourne, VIC 3010

Dear VCESS Directors,

*This optional template is to guide the Letter of Recommendation for students applying for the VCE Summer School. Suggested paragraphs and sentence starters are below- we do not expect that you will use all of these. Please write the letter in English, no longer than one page, and including the following:*

* *Who you are and how you know the student*
* *That you support their application for the VCE Summer School*
* *Why you think they would benefit from attending the VCE Summer School (and perhaps how we would benefit from having them!)*
* *Why you think they are a good fit for our Residential program, online program, or bursaries*
* *If there are any special circumstances that you think we should consider*

*Introduce yourself and why you are writing.*

* My name is... and I know [student name] as they are my...
* I am writing to support their application to attend the VCE Summer School next January.

*Further explain your reason for writing and give examples.*

* I think [student name] would benefit greatly from attending VCESS as...
* In the time I have known [student name], they have shown... and their commitment to...
* Because [student name] is... they will contribute... to the VCESS cohort.

*Further information about program format, bursary application, or other circumstances.*

* [student name] is applying for... which I support because...
* Due to... this will create an opportunity for them to...
* In your consideration of [student name] for... please be aware that...

*Complete your letter.*

* As explained above, I support [student name] to attend VCESS in January.

Yours sincerely,

[Name of letter-writer]