

TIPS ON WRITING A 99S RECOMMENDATION LETTER

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1. Answer all questions on the 99s Recommendation (Part VII for Fly Now and VIII for AE). Suggestion: Type questions on a Word Document with lots of blank spaces in between. Fill in your answers and when you finish remove the questions if you need more space.
2. Meet with her before the application is due to review her goals, why she wants to fly, how she will accomplish that. This will give you an idea of her passion for aviation, her dreams, obstacles she's overcome, even in other areas of her life, and her financial need. Give her feedback.
3. Include information on what the applicant DID NOT include in her essay. Don't repeat, especially word for word!
4. Give your observations and anecdotes on what the applicant has achieved, how she's participated in the 99s, how she's shown initiative. Emphasize her qualities. Show she's a multi-faceted person. Use powerful and descriptive words and give examples.
5. Help her formulate a plan for soloing and achieving the other milestones. For example, selection of a flight school and CFI, costs, how often she'll fly, how she's studying for the written, target dates (month is ok),
6. If she's had challenges or obstacles, including financial, talk about how she overcame them. This will show she's able to address obstacles in her training and reaching her goals. Again, give examples.
7. Mention how she is eligible and qualified, that she deserves to receive the scholarship. Show that the Chapter is behind her and "voted" to submit her application, that her goals are realistic, and funding rates are typical for your region.
8. How will she be a good investment for the 99s and aviation? Give your vision of how she will reach her goals and what she can contribute.
9. Have someone else go over your recommendation to look for grammatical and spelling errors, as well as how much impact it has and that you've answered all the questions.
10. Remember, your recommendation can make or break a win!