



Name of Addressee  
Business  
Street Address  
City state zip

RE: Student's Name

Dear Sir or Madam,

I am very pleased to be writing on behalf of (student's name), a (current or graduate) CUScholar student. The CUScholars Program, a program of the Champaign Urbana Schools Foundation, is a comprehensive student achievement program for high school students designed to give them more choices after graduation, whether they are headed for college, entering military service or joining the workforce.

The CUScholars Program is unique to our area and is currently offered to students at our 3 local public high schools, Centennial High School, Central High School and Urbana High School. Students enroll voluntarily in the program as freshmen and commit to working towards a higher set of standards in order to achieve completion of the CUScholars certificate. These standards include academic rigor, community volunteerism, financial literacy, career exploration and excellent attendance. CUScholar students are required to complete 80 hours of volunteer service to the local community, attend enrichment workshops and maintain 95% or better attendance. Students are monitored throughout the year to make sure that they are reaching these benchmarks.

I understand that as the (person's position) at (company/institution) you are looking for young people that have a proven track record of working above the basic requirements and are a positive influence in their community. If you hire or accept (students' name) you will have a student who is (currently working towards completion or has completed) the goals of the CUScholars Program, in other words a student with a track record of accomplishment.

For more information about the CUScholars program you can visit our website at [www.cuscholars.org](http://www.cuscholars.org) or give me a call at 217-398-2873.

Sincerely,

CUScholars Program Director



[www.cuscholars.org](http://www.cuscholars.org)  
P.O. Box 1166  
Champaign, Illinois 61824-1166