



315 East Robinson Street
Landmark Center One, Suite 475
Orlando, Florida 32801

(407) 254-2573 Phone
(407) 423-0941 Fax
(866) 630-7106 Toll Free in FL

Letter of Recommendation Instructions

Candidate:

Letters of recommendation are very important in our service academy nomination process. Please choose carefully two people, not related to you, who know you well (i.e., your minister, coach, scoutmaster, or employer) to write a letter of recommendation on your behalf. **These letters are in addition to the academic recommendation form to be completed by your guidance counselor or principal.** It is most important that your recommendations are not all from teachers, as the panelists are interested in you as an all-around candidate, not only your academic credentials. To ensure their understanding of our procedures, please furnish a copy of this instruction sheet to them once they have agreed to write the letter for you. Please do not submit additional letters of recommendation, as only the two letters received in your application packet will be reviewed by Senator Martinez's Selection Board.

Distinguished Recommender:

The student who has requested that you write a letter of recommendation for him/her is applying for a nomination for admittance into one of our United States service academies. The academies are interested in not only the student's academic abilities, but that the individual is a well-rounded student with strong leadership qualities, good character and physical fitness. Upon graduation from the service academy, these students will be commissioned officers in our military. This is a very important request and we appreciate your complete and honest evaluation. Please be assured your comments are for the sole use of the senatorial staff and our academy panelists.

Guidance Counselor or High School Principal:

We have included a short Academic Recommendation form for your completion. It is imperative that we receive the candidate's ACT and/or SAT scores, school transcripts and class ranking or approximation if your school does not have a ranking system.

We appreciate your taking the time to assist us. Should you have any questions or need further information, please feel free to call (407) 254-2573 or toll-free (866) 630-7106 and speak with our service academy coordinator.

Our postmark deadline is September 30, 2009. No recommendations will be accepted with a postmark after this date and candidate's file will be considered incomplete.

Please return the letter of recommendation to the student in a sealed envelope with your signature across the seal.