



## CHIA Student Scholarship Recommendation Letter Instructions (For HIM Professional Recommender)

The CHIA Student Scholarship program is designed to award students for their academic success and leadership potential and help enable them to successfully embark on or build upon their health information management (HIM) career path. Your candid appraisal will assist the CHIA Awards Committee in evaluating the applicant's qualifications and academic achievements. For more information about eligibility and requirements, visit <http://californiahia.org/chia-student-scholarships>

**Please provide the following information in your Recommendation Letter for applicant:**

Your Name  
Title  
Email Address  
Contact Number  
Recommendation Submission Date

**Please respond to the following questions in your Recommendation Letter for applicant:**

- 1) In what capacity and for how long have you known the applicant? (50 words or less)
- 2) In your opinion, to what degree does the applicant's academic success reflect his/her abilities to become a successful health information professional? (100 words or less)
- 3) Describe leadership and behavioral characteristics that you believe are demonstrative of the applicant's future, positive contributions to the health information profession. (250 words or less)
- 4) Note any additional or special information that may assist the CHIA Awards Committee in evaluating the application. (100 words or less)