

Reference Letter Information Sheet

Reference letters are time consuming to prepare! You can help your referee by providing information so they do not need to search for it.

Guidelines

1. *Choose your referees carefully! Make sure it is someone who will present you well!*
2. Ask early! Allow two or three weeks for your referee to complete your letter.
3. Give details regarding the scholarships you plan to apply for.
4. Explain the submission process (Do they submit to you or will the committee contact them)
5. Ask if you can make copies of the letter and use for multiple scholarships
6. One academic and one community
 - a. TIP: Give applicable information to referees for what you want that letter to reflect. If giving all referees the same information, highlight what you would like that letter to include.

Who to ask?

- Academic based letter - teacher, administrator, counselor, tutor
- Community based letter - employers, coaches, club leaders, neighbours, other important adult family friends, faith community, etc.
- Do not ask a relative to be your referee.

Information to include:

- 1) List activities and involvement from grade 10-12
- 2) Include timeframe (how long you were involved- dates)

Academic

- Grades
- Any awards received
- Leadership roles
- Involvement at school

Community / Volunteer

- List your involvement (include dates) - Sports, church, clubs, private lessons etc.
- List any awards for which you have received community recognition

Employment

- List places of employment and positions held (include dates)

Life Experiences

- Some scholarship focus on overcoming adversity. This may include health issues, physical disabilities, personal problems, family difficulties. If you have an experience that you would like your referee to speak to, list some details so they are reminded and have accurate information.

TIP! Let your parents or guardians look at your list before giving it to your referees to add anything that may be forgotten.

Say thank you!