



LETTER OF REFERENCE GUIDELINES CONCORDIA GENERAL AWARDS

IMPORTANT: A COPY OF THESE GUIDELINES IS TO BE GIVEN TO THE PERSON WHO WILL WRITE YOUR LETTER OF REFERENCE.

You have been asked to write a letter of reference on behalf of a student applying for the Concordia General Awards Program. The applicant has been asked to submit two letters of reference written by individuals in support of their academic achievement and volunteer/community service and/or extracurricular activities (i.e. professor, volunteer supervisor). The referee cannot be related to the applicant. To assist you in the preparation of this letter, please refer to the instructions and information below.

General qualifications for Concordia General Awards may include academic achievement, leadership, volunteer/community service and/or extracurricular activities, professional promise, enrolment in a degree program, financial need and personal character qualities.

Academic reference letters

If you are providing an academic reference, please state the length of time and the capacity in which you know the applicant. Describe how you would rank the applicant in comparison to other students you have taught. Your letter of reference should also concentrate on the potential the applicant has to excel in postsecondary studies and how their qualities will help them to excel in future endeavors. Using specific examples, explain how the applicant's qualities and attributes demonstrate worthiness for award consideration.

Volunteer/community service and/or extracurricular activities reference letters

If you are providing a volunteer/ community service and/or extracurricular activities reference letter, please state the length of time and the capacity in which you know the applicant. Describe their role, their activities and their accomplishments and how their service has impacted the organization or community. In addition, please indicate if the applicant demonstrated exceptional leadership, extraordinary effort and ability to overcome adversity. Using specific examples, explain how the applicant's qualities and attributes demonstrate worthiness for award consideration.

Please ensure that the letter is typewritten on letterhead, signed and includes your contact information. To ensure confidentiality, we would prefer that you return or mail the *Letter of Reference* directly to the address below. If you are giving the *Letter of Reference* to the applicant to deliver by hand, **seal the envelope and sign your name across the sealed flap.** The Financial Aid and Awards Office cannot accept hand-delivered *Letters of Reference* that are not sealed in this manner.

The student would appreciate a prompt response as the deadline for *Letters of Reference* is January 12, 2017. Thank you very much for taking the time to support a Concordia General Awards candidate and contributing to a fair selection process.

Return before January 23, 2017, to:

Student & Enrolment Services Office
Concordia University of Edmonton
7128 Ada Boulevard
Edmonton, Alberta T5B 4E4