

Reference Letters



Reference letters are gathered
from a variety of sources:

Former employers

Teachers, counselors, coaches

Advisors, Clergy

Friends of the family

Asking for a letter

- Ask someone who will be positive and thorough in your reference letter
- Ask if the letter could be typed on letterhead stationary, as this looks more businesslike for your portfolio
- Provide a copy of your resume and/or vitae so the writer can include additional information about you as a candidate

What Is Included in a Letter?

- A reference letter should include the following:

How the writer knows you? In what capacity? How long the writer has known you?

Samples about what you have done which would make you an outstanding candidate.

Letters include...

- **Include additional information about involvements in school and community activities**
- **Include information which would attest to character of the applicant**
- **Be certain the name, address, and phone number of the writer are included on the letter.**
- **Be certain the writer signs the letter.**

When To Use References

- Send your references along with your application package for

college

scholarships and awards

jobs