

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 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 leadership, volunteer/community service and/or extracurricular activities, academic achievement, professional promise, enrolment in a degree program, financial need and personal character qualities.

When you are providing a 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 and describe 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. **If, in the past, you have written a letter of reference for this applicant, your current reference must be up to date with new information.**

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 22, 2019. Thank you very much for taking the time to support a Concordia General Awards candidate and contributing to a fair selection process.

Return by January 22, 2020, to:

Student & Enrolment Services, HA120
Concordia University of Edmonton
7128 Ada Boulevard NW
Edmonton, Alberta T5B 4E4