

A copy of these instructions are to be given to the person who will write your letter of reference.

Lois Hole Humanities and Social Sciences Scholarship LETTER OF REFERENCE GUIDELINES



You have been asked to write a letter of reference on behalf of a student applying for the Lois Hole Humanities and Social Sciences Scholarship (see award criteria below). The applicant has been asked to submit a letter of reference written by an individual in support of their extra-curricular community service and their leadership potential. 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.

Award Criteria

A \$5,000 award offered annually to a continuing undergraduate student in the Faculty of Arts who demonstrates leadership skills, active community service and academic excellence.

Instructions:

In your 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 has demonstrated exceptional leadership or shows potential for leadership. Using specific examples, explain how the applicant's qualities and attributes demonstrate worthiness for scholarship consideration.

Please ensure that the letter is typewritten on letterhead (if applicable), signed and includes your contact information. To ensure confidentiality, we ask that you email or mail the *Letter of Reference* directly to the address below. If sending by mail, be sure to seal the envelope and sign your name across the sealed flap. The Financial Aid and Awards Office will not accept letters of reference that are not confidential and sent in this manner.

The applicant would appreciate a prompt response as the deadline for letters of reference is **October 1**.

Submit your letter to Concordia by October 1 using one of the following methods:

By Email: finaid@concordia.ab.ca

By Mail:

Financial Aid and Award Office, HA120
Concordia University of Edmonton
7128 Ada Blvd NW
Edmonton, AB T5B 4E4

Thank you very much for taking the time to support a Concordia scholarship candidate!