

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 confidential letter of reference on behalf of a student applying for the Student of the Year – Education Students’ Society (ESS). The applicant has been asked to submit one letter of reference written by a colleague enrolled in year 1 or 2 of the Bachelor of Education After Degree program at CUE. To assist you in the preparation of this letter, please refer to the instructions and information below.

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 how the applicant has demonstrated professionalism, school and program spirit and pre-service teacher attributes. Using specific examples, explain how the applicant’s qualities and attributes demonstrate worthiness for award consideration.

Your reference letter must be sent via email directly to finaid@concordia.ab.ca. Please ensure the reference letter has your full name and contact information listed. If you are having difficulty submitting your letter of reference you can call the Financial Aid and Awards Office at 780-479-9219.

Thank you very much for taking the time to support a Concordia University of Edmonton student and contributing to a fair selection process.

Submit your Letter of Reference by 11:59 PM on April 1st.