

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

This guide provides referees with guidelines for writing effective reference letters to support a student's nomination for the Student of the Year award. Your letter should thoughtfully illustrate how the nominee demonstrates excellence across the criteria, including Leadership, Community Service, Professionalism, School and Program Spirit, and Academic Excellence. Specific examples highlighting the student's unique strengths, contributions, and impact within and beyond the school community will help convey why this student deserves recognition.

Introduction

- State your relationship to the nominee.
- How long have you known the nominee, and in what capacity?

Academic Excellence

- Does the nominee demonstrate strong academic performance and commitment to learning?
- Do they actively participate in class discussions and engage with instructors professionally?
- Are they consistently punctual and prepared for class?

School and Program Spirit

- Does the nominee positively contribute to the school/program community?
- Do they attend and support school events, initiatives, or extracurricular activities?
- How do they encourage and uplift their peers?

Professionalism

- Does the nominee show respect and responsibility in their academic and professional interactions?
- Do they communicate effectively and work well in group settings?
- Do they demonstrate ethical behaviour, accountability, and a growth mindset?

Community Service

- Has the nominee volunteered, mentored, or contributed to initiatives that benefit others?
- How do they demonstrate a commitment to making a positive impact beyond the classroom?
- Are they involved in outreach or service-learning projects?

Leadership Skills

- Does the nominee take initiative in group projects, student organizations, or academic settings?
- How do they demonstrate problem-solving, decision-making, and teamwork skills?
- Can you provide examples of how they have inspired or supported their peers?

Closing Statement

- Why do you believe this nominee deserves Student of the Year?
- Any final thoughts on their character, contributions, and impact?

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.