

Checklist for Reference Letters

After choosing your referee carefully check off each item on the list below you have completed. Make sure to provide your teacher/ mentor/ supervisor with all necessary information. Allow them and yourself enough time to deliver your scholarship or post-secondary application by the deadline.



- ❑ Give your writer at least two weeks' notice to allow sufficient time for them to complete the letter of reference. They are doing you a favour – and you want a quality result, don't you?
- ❑ Have a meeting with the writer to discuss what the scholarship/post-secondary application is for. Provide them with as many details as possible, incl. a copy/ print-out of the scholarship/ post-secondary application form. To write a good reference letter, they need to know what you are applying for.
- ❑ Let your referee know by when you require the letter.
- ❑ Inform the writer whether or not you require the letter sealed and returned to you, in electronic format, or provide the writer with a stamped and addressed envelope if required.
- ❑ Ask your referee to write the letter on professional letterhead, typed. If the application guidelines allow an electronic version, a pdf works well.
- ❑ Give an updated copy of your resume and/ or your "brag sheet" to the writer. This will give them a clear picture of all your strengths, abilities, and qualifications. Find a word-version of our brag sheet on the Charles Best website > Programs > Career Centre > Financial Aid:
<http://www.sd43.bc.ca/school/charlesbest/ProgramsServices/career/Pages/FinancialAid.aspx#/=>
- ❑ If you don't hear back from your teacher/ supervisor gently remind them 7-10 days before the deadline, asking them whether they have sent in the recommendation or need more information from you.
- ❑ Send the writer a thank you note after they wrote the reference letter for you.

A great source of information on this topic can be found here:
<https://blog.prepscholar.com/brag-sheet-for-letter-of-recommendation>