

Checklist for Reference Letters

After choosing your Reference carefully check off each item you have completed. This will ensure you have provided your writer with all of the necessary information and have allowed yourself enough time to deliver your scholarship or post-secondary application by the deadline.

- Provide a minimum of two weeks for your writer to complete the letter of reference.

- Give the writer a deadline, when you require the letter.

- Have a meeting with the writer to discuss what the scholarship/post-secondary application is for and your need for a comprehensive letter of reference.

- Provide a copy of the scholarship/post-secondary application form. This way the writer knows what you are applying for.

- Inform the writer whether or not you require the letter sealed and returned to you or provide the writer with a previously stamped and addressed envelope.

- Ask your writers to send the letters typed on professional letterhead.

- Give an updated copy of your resume or activity chart to the writer, this will give them a clear picture of all of your strengths, abilities, and qualifications.

- Gently remind the writer ten 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 the letter's been mailed.