

## **Reference Letter General Guidelines**

These are broad guidelines to assist with what is generally expected in a letter of recommendation. Please provide your fair and truthful opinion on the candidate's aptitude and ability

Generic 1-paragraph Reference Letters will **NOT** be accepted

All reference letters should be on the university's official letterhead

The letter must be dated

State the full name of student and student number

The referee should verify the period of knowing the student and which course the student is or has attended under his/her tutelage

Comment on student's progress; musical and academic aptitude

Comment on the student's overall impact and demeanor

Comment on the student's specific achievements and involvement in extra-curricular activities/interests (if known or relevant)

**The name, job title, email and signature of the referee should be stated at the end of the letter**