

# Reference Letter Request

## Student Information

*Student Name:* \_\_\_\_\_ *Date Request Submitted:* \_\_\_\_\_

*Student Email:* \_\_\_\_\_ *Letter Needed by (Date):* \_\_\_\_\_

## Award Details

*Award Name:* \_\_\_\_\_ *Application Deadline:* \_\_\_\_\_

*Sponsor of Award:* \_\_\_\_\_ *Amount of Award:* \_\_\_\_\_

*Description:* (What type of award is it? What are the eligibility criteria? What will the selection committee be looking for?)

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## Reference Letter Requirements

*To whom should the letter be addressed?* (Ideally you would have the full name and title of the person to whom the application is being submitted and you would address the letter to him or her. If you don't have a name, address the letter to the organization, scholarship or simply "Selection Committee". Try to avoid using "to whom it may concern".)

To whom: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

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*Are there length or formatting requirements?* (eg. one page only, double spaced, 12 font New Times Roman etc.)

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*Which of your qualities, skills or experiences do you feel should be highlighted?*

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## Supporting Documents

*Indicate which supporting documents you are providing with this request:*

\_\_\_\_\_ **Resume**

\_\_\_\_\_ **Outline/Draft of Application Essay**

\_\_\_\_\_ **Transcript**

\_\_\_\_\_ **Other:** \_\_\_\_\_

\_\_\_\_\_ **MEI Student Profile**

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### Personality/Character Descriptors

Able	Determined	Hands-on	Organized	Sensitive
Active	Devoted	Hardworking	Outgoing	Serious
Adventurous	Diligent	Helpful	Patient	Sharp
Ambitious	Diplomatic	High-Potential	Persevering	Sincere
Analytical	Disciplined	Honest	Persistent	Skilled
Animated	Dramatic	Honorable	Personable	Skillful
Artful	Driven	Hospitable	Persuasive	Smart
Aspiring	Dynamic	Humble	Pioneering	Sophisticated
Assertive	Eager	Humorous	Pleasant	Spirited
Athletic	Easygoing	Imaginative	Poised	Spunky
Attentive	Effective	Impactful	Polished	Straightforward
Bold	Efficient	Independent	Polite	Strategic
Brave	Eloquent	Industrious	Popular	Strong
Bright	Encouraging	Innovative	Positive	Studious
Brilliant	Energetic	Insightful	Practical	Successful
Capable	Enterprising	Inspiring	Pragmatic	Supportive
Careful	Enthusiastic	Intelligent	Precise	Sympathetic
Caring	Entrepreneurial	Intuitive	Proactive	Tactful
Charismatic	Ethical	Inventive	Problem-solver	Talented
Cheerful	Experienced	Joyful	Professional	Talkative
Clever	Expert	Judicious	Proud	Team Builder
Communicative	Expressive	Keen	Punctual	Team Leader
Compassionate	Exuberant	Kind	Realistic	Team player
Competitive	Facilitator	Knowledgeable	Reliable	Technical
Competent	Fair	Laid-back	Resilient	Tenacious
Confident	Faithful	Lively	Resourceful	Thankful
Conscientious	Fearless	Leader	Respectful	Thorough
Considerate	Flexible	Logical	Responsible	Thoughtful
Consistent	Focused	Loyal	Responsive	Tireless
Constructive	Forgiving	Mature	Results-driven	Trustworthy
Cooperative	Forward-Thinking	Mechanical	Results-oriented	Truthful
Courageous	Friendly	Methodical	Risk-taker	Understanding
Courteous	Fun-loving	Meticulous	Savvy	Unselfish
Creative	Generous	Modest	Self-centred	Veracious
Curious	Gentle	Motivated	Self-confident	Versatile
Decisive	Giving	Objective	Self-directed	Visionary
Dedicated	Goal-oriented	Observant	Self-disciplined	Well-balanced
Dependable	Graceful	Open-minded	Self-giving	Well-versed
Detail-Oriented	Grateful	Optimistic	Self-reliant	Wise

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