

LETTER OF REFERENCE REQUESTS

Mr. Jordan will provide letters of reference if you give him adequate time and information to write the letter.

- A) Your name as you wish to be referred to in the letter.
- B) Allow three weeks for completion.
- C) Provide any particular information for the specific purpose of the letter (eg: if it is for a scholarship application, a copy of the criteria for the scholarship would be most helpful).
- D) Make sure you provide evidence to support your application (eg: the Lord Byng Awards application, personal biography or resume).
- E) Be sure that you are clear about what you want emphasized in the letter.