



Tips for an Effective Reference

Student Awards and Financial Aid
Ontario Tech University
2000 Simcoe Street North, Oshawa, ON L1G 0C5 Canada

905.721.3190
ontariotechu.ca

Letters of reference are used as an important means for determining the quality of your Joyce Foundation Success Award application.

A recommendation letter must be written by a teacher, principal or guidance counsellor who has observed you in your public life and is aware of your various involvements.

The letter must include the following from the recommender:

- The period of time you have known the applicant and in what capacity.
- Why you feel the applicant should receive the Joyce Foundation Success Award.

Please give concrete examples of how the applicant embodies qualities such as originality, initiative, diligence and overall good judgment. The letter of recommendation will be used for determining the quality of the application.

For a reference letter to be accepted it must:

- o Be sent directly from the referee's official email
- o Be written on official letterhead
- o Contain an original signature and full contact information
 - Scanned or electronic signatures will be accepted

Completed references must be received by the [Student Awards and Financial Aid office](#) via email, no later than **Thursday, April 23**.

Email Address:

Connect@ontariotechu.ca

If you require this information in an alternative format due to disability, please email connect@ontariotechu.ca