

Guidelines for Peer References

General Guidelines:

Here are a few guidelines for writing a letter of reference.

- Be brief. Try to keep your comments to one page.
- Be prompt. If you can't get the letter done by the deadline, tell the candidate to find someone else to write a letter.
- Be professional. If you were reading this letter, what would you think?
- Be honest but objective. Are you saying what you really think...or what you think the candidate wants you to say?

What to Include:

Include your name, address & telephone number somewhere...if it isn't on the letterhead.

Tell for whom and for what you are writing the letter of reference. Example: "Megan Sharp has asked me to write a letter of recommendation. I believe she has skills which would make her an excellent candidate for the 2018 Youth Livestock Ambassadors".

Indicate how you know the candidate and the length of time you have been associated. Example: "I first became acquainted with Megan when she joined our 4-H Club in 2010. During that we have served on a number of committees together".

Explain why this candidate would be suitable for the position. Look at the expectations of the position (Job Description). Relate your comments to those criteria. For example, if commitment is an expectation, tell us how the candidate meets that expectation. "When Megan commits to a task, it gets done. She volunteered to be in charge of our chapter fundraising event. She attended every meeting, kept the other members up-to-date on what was happening, made community contacts in a timely fashion and was there to make sure everything ran according to plan. We made \$400.00."

Good Luck!