



## Tips and examples for reference letters

Requiring letters of reference is a common practice in UK universities, but also in organizations/companies.

London Metropolitan University and AIHE Academic Institute for Higher Education require two letters of reference/recommendation (see below) from **two different sources** as part of your application.

### Our Tip

When you ask a reference provider to write a letter of reference, it is an effort for that person. They have to find the time and think about it and then write it. So it will take some time.

**Therefore:** Write your reference letter yourself and then submit it as a "draft/suggestion" so that only one signature is necessary. Usually, the reference provider is very pleased with this approach.

## Four important points for the reference letter

### 1.) Who may/should write a reference letter?

- Someone who can evaluate your personality. A person for whom you have worked in some form.
- It can be a professor at your former university,
- a former instructor,
- it can be a boss or a boss's boss,



- a project manager, a project leader,
- a trainer,
- a coach,
- a client
- an employee of the HR-department
- etc.

## 2.) What must the reference letter contain in terms of framework data?

- Your first and last name
- The relationship between you and the reference provider (how do you know each other (see point 1.)?)
- The title of the degree programme
- The legible first and last name of the reference provider
- The legible contact details of the person providing the reference
- The date when the letter was written
- The signature of the person providing the reference.

## 3.) What specifically am I to be „personally“ recommended for?

- That the programme will help you in your personal and professional development (why you are specifically recommended for "this" programme),
- that you have qualities and skills that are conducive to completing a distance learning course of study.

## 4.) How extensive should the reference letter be?

- See [three examples below.](#)



## Samples of reference letters

Please do not copy the text exactly but see it as a suggestion.

### Sample 1

I am very pleased to confirm, Ms. Maximiliane Mustermann, that I am happy to recommend you for the degree programme "MSc *here is the title of the degree programme*" and am also able to recommend you. I have experienced you as a freelance trainer. You have been working as a trainer for our company for two years and the knowledge that the course would impart, would further expand and complete your competence. I am certain that your structured approach and self-discipline are the best prerequisites for successfully completing the distance learning programme. You have shown these qualities here on a daily basis, e.g., in the drafting department under great time pressure. In addition, you have good communication skills, which will certainly benefit you in your exchange with fellow students. I wish you success and hope that you will get a place at the university. Hans-Hermann Hausmann, street and house number and town (professional or private), e-mail or telephone number. Date, signature.

### Sample 2

I hereby recommend Ms. Maximiliane Mustermann for the study programme „MSc *here is the title of the degree programme*“. Ms. Mustermann has successfully completed her Bachelor's degree programme in the standard period of study at our University of XXXX. Her concentrated nature, her ability to grasp complex things quickly and her precision in the preparation of all study and examination papers are very good prerequisites for being able to complete the distance learning course. Ms. Mustermann has repeatedly mentioned how much she would like to work in the field of xxxxx. The study programme would help her to get into this field. She has already acquired a lot of knowledge about it privately and is enthusiastic about the subject. Which I consider to be the very best prerequisites. I wish Ms. Mustermann success on her future path in life. Prof. Hans-Hermann Hausmann, street and house number and place (professional or private), e-mail or telephone number. Date, signature.



### Sample 3

I hereby recommend Ms. Maximiliane Mustermann for the degree programme "MSc *here is the title of the degree programme*". I have been Ms. Mustermann's supervisor for 2 years and am always impressed by her initiative, proactive approach, and unwavering patience in difficult situations. She is solution-oriented and does not let herself be put off by setbacks. I consider this to be the best prerequisite, on the one hand, for successfully completing a distance learning course and, on the other hand, because the course expands her knowledge in this subject area, or builds on existing knowledge scientifically, and thus increases her chances of a management position. Ms. Mustermann has been dealing with the topic of xxxxxx for a long time, which is also reflected in her studies. This study programme is exactly what she has been looking for for a long time and for which she is fully suited. Hans-Hermann Hausmann, street and house number and place (professional or private), e-mail or telephone number. Date, signature.