

**M.A. in Biblical Studies and Christian Thought**  
**Trinity Western University**  
**Guideline for Requesting a Letter of Reference**

Your TWU professors are available to supply reference letters for you in support of your application for your scholarships, further graduate work and future positions. However, writing a reference that contains sufficient detail to represent you and your accomplishments fairly and that would support you as a serious contender for an award or placement is frequently a time-consuming task for your professor. These guidelines will help you gather the information that will assist your referee in providing the most helpful reference letter possible.

After the request for a reference has been offered and accepted, please email the professor with the following attachments:

1. A brief cover letter describing the position or placement you are applying for (e.g. Ph.D. program of study, scholarship, Research Assistantship, teaching position) and what would be required of you should you succeed. Give your referee an indication of how to focus the reference letter. For example, if applying for a Research Assistantship, your referee would focus on your research and writing ability.
2. Reference letter form or link if required.
3. Your most recent *Curriculum Vitae* containing academic history, work experience including Teaching Assistant and Research Assistant work at TWU, languages studied (modern and ancient), TWU conferences, symposia, colloquia, and external conferences attended, thesis defenses attended, awards received and other relevant skills.
4. Grade Report for all courses undertaken at TWU (unofficial grade report is adequate).
5. Addressed envelope for reference letters to be mailed or link for e-reference.

*Revised Oct. 7, 2019*