



**Professional Engineers**  
Ontario

# Ontario Professional Engineers Awards

## Reference Letters – Hints and Tips

Reference letters are one of the most important components in the selection process for receipt of an Ontario Professional Engineers Award.

Here are tips to consider when preparing reference letters.

- Be specific on the significance of the nominee's contributions and their impact, keeping in mind the selection criteria (e.g. work-related; service to the profession; service to society and the community).
- Ensure that the contributions highlighted in the reference letters and their significance are aligned with and cover all aspects of the selection criteria for the intended award category. For instance, for the Engineering Medal in the Young Engineer category, the reference letters should support the nominee's contributions in all three of the specified criteria in proportion to the criterion's weighting in the selection process, i.e. 60 per cent work-related; 20 per cent service to the profession; 20 per cent service to society and the community.
- Avoid repetition in the reference letters. Ideally, each reference letter should focus on different attributes of the nominee and different contributions, so that, collectively, the reference letters build a case for the nominee's worthiness for the award.
- Select referees who can write concretely and from personal experience about a nominee's contributions and their lasting impact.