## Department of Sociology Reference Request Letter

This form serves to support the writing process for members of the Department of Sociology who are writing letters for their students applying to postgraduate degrees, funding and jobs. Filling out as much detail as possible greatly helps with the drafting of a letter that can best support your application.

The letter request must be made **at least 14 days** before the letter deadline and should be accompanied by this form.

**Name:**

**Email:**

|  |  |  |
| --- | --- | --- |
| Letter destination | Submission instructions | Deadline |
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|  |  |  |
| Interfolio?\* |  |  |

\*Have you considered opening an Interfolio account (<https://www.interfolio.com/dossier/>), where a copy of your reference letter can be securely managed for current or future needs? This saves time and effort for both you and your referee, though it does require a fee.

**Why are you applying to this programme/funding/job?**

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**What elements of your experience and performance to date make you particularly suited to this programme/funding/job? Please provide specific examples.**

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**What have your marks been to date, and what special commendations have you received on your work (i.e. comments in supervision reports, prizes, etc.)?**

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**Is there anything else you would like to be highlighted in your letter?**

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