

RVT Advancement Fund Reference Letter Guidelines for Applicants

2018

1. All three letters must be submitted as one file, not as three separate files.
2. All reference letters must be signed by the referee.
3. There must not be any words or phrases that provide personal, business or geographical information.
4. Please ask your referees to exclude names of people, places, towns or cities, regions, addresses and the name of your place of work.
5. Please also ensure that there are no pronouns indicating gender. ****Referred to as “identifiers” in the application form.**** Your referees should replace your name and any gender-specific pronouns with the phrase “the applicant” or “the candidate.”
6. Referees should include their own names and qualifications, but not the name of the clinic, company or workplace.

Example: Instead of “Zena is a hard-working RVT, who takes initiative.” the letter can say “The applicant/candidate is a hard-working RVT....”

Example: Instead of “She/He makes every effort to encourage new grads to bring forward ideas for clinic improvement.” the letter can say “The applicant/candidate makes every effort...”