

Sample Reference Letter:  
Graduate School Reference

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13 January 2006

Admissions Committee  
Division of Applied Psychology  
Alberta University  
Edmonton, AB T2T 1T1

**Re: Reference for Bradley Calumba**

I am writing in support of Bradley (Brad) Calumba's application for the Masters program in Applied Psychology. Brad worked with Community Services part-time as a Life/Skills Coach from September 2006 to April 2007. I was his direct supervisor. Brad's key responsibilities included planning and facilitating workshops and working one-on-one with clients.

Brad came to Community Services with minimal experience in the life/skills education field. He demonstrated a strong ability to learn quickly the information and skills he required to be effective in the performance of his duties. In my experience I have found that working part-time and studying full-time is something that not all students do well. Brad was able to manage his academic, work and other commitments effectively.

Brad's performance of his responsibilities was excellent. The feedback he received from students who attended his workshops and from those he worked with one-on-one was consistently very positive and provides evidence of his strong teaching and interpersonal communication skills.

Brad worked very well with his peers and supervisors. Many of the workshops are co-facilitated. Brad's peers could always count on him to meet his commitments, and work in a co-operative and professional manner. Personally, I have always found Brad very mature, personable and conscientious, and to have a very positive attitude about work. I would not hesitate to hire him if he applied with Community Services in the future.

If you would like further information about Brad's employment with Community Services, I may be contacted at (780) 444-4444.

Sincerely,

Ara Ban  
Client Services Manager

# Sample Reference Letters For Dpt

**Mark Steyvers**



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