



Professional Engineers
Ontario

Order of Honour

Reference Letters – Hints and Tips

Reference letters are one of the most important components in the selection process.

Here are tips to consider when preparing these letters.

- Be specific on the significance of the nominee's contributions and their impact to the profession through their volunteer service.
- Be sure to include the number of years the nominee volunteered for the profession and in what capacity, especially if they assumed a leadership role, such as chairing a committee or task force. This might influence their membership class.
- Include volunteer service with other engineering organizations, emphasizing his/her role and accomplishments and number of years of service. For example, volunteer service with Engineers Canada, Consulting Engineers Ontario, Ontario Society of Professional Engineers, etc.
- Avoid repetition in the reference letters. Ideally, each reference letter should highlight different attributes and contributions of the nominee, so that, collectively, the reference letters build on the nominee's worthiness for induction into the Order of Honour.
- Select referees who can write concretely and from personal experience about the nominee's specific contributions and their lasting impact.