

Reference Letter Guidelines

All instructor/coach candidates are required to submit a minimum of two reference letters as part of the application process for certification.

Who should provide the reference letter:

- Equestrian Industry professional including, but not limited to, official, judge, coach, mentor;
- Coach from another sport.

All reference letters must clearly outline the following information:

- The reference's contact information for follow up if necessary;
- The candidate's full legal name;
- The reference's position and experience within the industry and the length of their involvement;
- How long the reference has known the candidate;
- Why the reference feels the candidate would be a suitable/ideal candidate to become an instructor/coach;
- The candidate's applicable experience and capabilities as seen by the reference;
- The candidate's qualities/characteristics of the candidate that would aid them in being a successful instructor/coach.

All reference letters must be submitted in the following format:

- Addressed to the "Coaching Coordinator" of the Alberta Equestrian Federation;
- Single spaced, one-sided, typed in Arial or Calibri font, size 12 (double-sided sheets not acceptable);
- Dated within the last six months;
- Signed by the reference directly (substitute signature not acceptable);
- Submitted to the Alberta Equestrian Federation by the CANDIDATE only, not the reference;
- If being sent electronically, the letter should be in a Microsoft word or PDF format only (JPEG/PNG not acceptable) and the file name must include the candidate's name.