

Guide To A Reference Letter

Reference Letters should come from people who can evaluate your professional performance, your managerial/leadership potential, and your personal qualities. Ideally, one of the letters should come from a current or past supervisor.

As a guide, reference letters should include the following:

- A description of how they know you, how long they've known you, and how they are familiar with your work
- Highlight a few of your top qualities they've witnessed—again, using examples as evidence
- Your motivation to join this programme and how this programme would benefit you in your job/career advancement

Please ensure that your referee(s) indicate their name, designation, work email address and contact number.

You may upload both letters to the application portal, under the “supporting document” section together with your online application. Alternatively, your referees could email their reference letters directly to wkwsci_coursework@ntu.edu.sg citing your name and application number in the email header.