

## Letter of Reference Guidelines 15-Month & Advanced Diploma Applications

Below are the types of questions that could be addressed in a letter of reference and are provided only as a guide. There is no limitation to the amount of information that you provide.

- How long and in what capacity have you known the applicant?
- What do you consider are the applicant's strengths and abilities?
- If able, please comment on the applicant's intellectual ability, creativity, initiative, sensitivity to others, interpersonal effectiveness, communication skills (written and verbal).
- What do you consider are the applicant's limitations?
- In comparison with other students or employees you have worked with, how would you describe the applicant's scholarship or work abilities?
- Suitability of the applicant for the field of art therapy.

Completed letters should sent directly by the reference person to:

By Email: Tatjana Jansen – for 15-month Applications: <u>director@vati.bc.ca</u>

Laura Worrall – for Advanced Diploma Applications: <u>laura@vati.bc.ca</u>

By Fax: 604-331-8262

By Mail: Vancouver Art Therapy Institute, 1575 Johnston St. Vancouver, BC, V6H 3R9