



**Academic Advising Center – Academic Peer Mentor  
*Faculty or Staff Reference***

Date:

Dear \_\_\_\_\_,

I am writing to ask if you would be able to provide a reference for me. I am applying to be an Academic Peer Mentor with the Academic Advising Center, and would like you to attest to my qualifications. You will find a brief description of the position attached to this letter.

The Academic Advising Center has asked that references be completed online by filling out the online form at this address:

[https://forms.office.com/Pages/ResponsePage.aspx?id=xscRULQKq0ae9PrnSplaf6lrK\\_Lo-0JPq04QYocHmNNUN0dZR1BVOUYzN0xTQjJKQky2RDICQ01VTS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=xscRULQKq0ae9PrnSplaf6lrK_Lo-0JPq04QYocHmNNUN0dZR1BVOUYzN0xTQjJKQky2RDICQ01VTS4u) .

Please let me know if there is any other information I can provide regarding my experience or qualifications to assist you in giving me this recommendation. If you have any questions about the Academic Peer Mentor position or the online reference form, please feel free to contact Ali Mohamed 1-312 [Ali.Mohamed@sctcc.edu](mailto:Ali.Mohamed@sctcc.edu) or (320) 308-5014, Paranant (Sand) Dwyer [paranant.dwyer@sctcc.edu](mailto:paranant.dwyer@sctcc.edu) or 320.308.5942.

Sincerely,

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