

Dear {Referee},

{Applicant Name} has listed you as a supporter for their recent application to the Institute of Mathematics and its Applications for the Professional Award of Chartered Scientist. If, after reviewing their application (copied below), you are happy to offer your support, the draft response (also below) has been created for you to edit as appropriate and send in reply to this email.

It is important to stress that the reference is solely for the Membership Committee to assess whether the qualifications and experience of the candidate meet the criteria for {Name}. We appreciate that the reference is your personal reference and is not being made on behalf of your employer which may have policies on references in respect of individuals who are, or who have been, employees.

As a supporter you should include within your reference, where possible, comments regarding your knowledge pertaining to the applicant's

- mathematical experience either currently and/or previously
- employment status, and
- supervisory experience.

If applicable, any details of the applicants:

- mathematical projects,
- work outside paid employment, and
- other mathematical activities.

Please let us know if there is any further information we can supply to assist you in responding to this request and thank you, in advance, for your time with this matter.

Kind Regards,

www.ima.org.uk

To Whom This May Concern

Re: Email of Support

I am writing this letter in support of my colleague {Applicant Name} and their application for Chartered Scientist. My professional relationship with this applicant is [SUPPORTER'S PROFESSIONAL RELATIONSHIP].

I acknowledge that {Applicant Name} is at a suitable level to apply for Chartered Scientist status and has provided true and accurate evidence to illustrate how they meet the required professional competences.

I can support {Applicant Name} application for Chartered Scientist through my [SUPPORTER'S PROFESSIONAL RECOGNITIONS] status, job role as [SUPPORTER JOB ROLE] and professional experience.

[ENTER SUPPORTING STATEMENT HERE - please ensure that you address bullet points listed above]

Yours sincerely

[SUPPORTER SIGNATURE]

[this section will include application details]

Application: Chartered Scientist

Applicant: Name

Job Title:

Employer:

Competences

Application of knowledge & understanding

Personal responsibility

Interpersonal skills

Professional practice

Professional Standards

Career Overview/Prof. Background

Company

Position

From:, Until:

Overview

Qualifications

Publication Record

If Applicable