



RECOMMENDATIONS AND REFERENCE LETTERS

IFSA Guidelines

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Introduction

A recommendation letter is a document that endorses an individual's qualifications, skills, and character, typically written to support applications for jobs, university programs, or other opportunities.

At IFSA, recommendations written by board members, officials, or commissioners reflect not just individual support, but also the reputation and values of the organization. These letters, whether for job or university applications, should uphold a professional standard that aligns with IFSA's mission and credibility, and present IFSA in the best possible light.

Valuing Member Contributions

As a student-led, volunteer-based organization, IFSA deeply values the dedication and contributions of our members. The time, effort, and passion invested in our activities are what make our network thrive, and we recognize the importance of acknowledging this commitment. We understand that recommendations, whether in the form of letters, referrals, or endorsements, can be crucial for members when applying for academic, professional, or leadership opportunities.

Ensuring Authentic and Informed Recommendations

IFSA is committed to writing sincere and informed recommendations. A recommendation letter should reflect a genuine understanding of the individual's work and contributions. For this reason, IFSA representatives should write letters only for members they know personally and have worked with directly.

We believe that honest recommendations serve both the applicant and the receiving institution best. These letters are not just personal endorsements, they also reflect the values and professionalism of IFSA. Our goal is to ensure that every recommendation is meaningful and grounded in experiences. Respecting the institutions and organizations receiving our letters is equally important. Upholding this standard helps maintain trust and credibility for future IFSA members seeking similar opportunities.

If a member is seeking a recommendation, but has not worked closely with a suitable representative, we encourage them to reach out within the IFSA network to find someone familiar with their work. This ensures that the recommendation can be both supportive and authentic. IFSA reserves the right to withdraw support for any recommendation that does not uphold our principles.

Procedure for Requesting Recommendations

In case you want a recommendation, please do the following:

- **Plan Ahead:** Submit your request at least two weeks in advance.
- **Clarify Your Purpose:** Include a clear statement of the purpose of the recommendation (e.g. reference letter for master application).
- **You & IFSA:** State what positions you have/ had or how you contributed to IFSA.
- **Provide Context:** Offer a brief summary of your contributions and relevant experiences within IFSA