

# SULLIVAN HEIGHTS SECONDARY SCHOOL

6248 - 144 Street, Surrey, BC V3X 1A1 • Ph: (604) 543-8749 • Fax: (604) 543-9684

## REQUEST FOR A LETTER OF REFERENCE p. 1 of 2

(a letter of reference is not required for Sullivan Heights internal Scholarships)

Today's date: \_\_\_\_\_ Date letter is needed: \_\_\_\_\_ (allow 1 week minimum).

Your full name: \_\_\_\_\_ Pupil # \_\_\_\_\_

Name, title and address of the person/organization this letter is going to:

Ex. Mr. Glen Canning \_\_\_\_\_  
 BC Hydro Power Pioneers scholarships \_\_\_\_\_  
 333 Dunsmuir Street, 15th Floor \_\_\_\_\_  
 Vancouver, BC V6B 5R3 \_\_\_\_\_

**This letter of reference is for:**

A scholarship  
 A job  
 Other : \_\_\_\_\_

### Courseload this school year

Term 1

| Course name & grade level | Current mark |
|---------------------------|--------------|
| Ex. Sociology 12          | 72%          |
|                           |              |
|                           |              |
|                           |              |
|                           |              |

Term 2

| Course name & grade level | Current mark |
|---------------------------|--------------|
| Ex. English 12            | 80%          |
|                           |              |
|                           |              |
|                           |              |
|                           |              |

### **High school activities:** (teams, clubs, conferences, etc.)

| School & Activity                    | Role         | Date                | Number of hours contributed    |
|--------------------------------------|--------------|---------------------|--------------------------------|
| Ex. Sullivan Heights Student Council | Ex.secretary | Ex.09-2008 – 062009 | Ex.2h/week <u>total</u> : 60 h |
|                                      |              |                     |                                |
|                                      |              |                     |                                |
|                                      |              |                     |                                |
|                                      |              |                     |                                |
|                                      |              |                     |                                |

### **Paid work history**

| Business name & Location         | Supervisor name and #        | dates of employment             | position/duties                                 |
|----------------------------------|------------------------------|---------------------------------|---|
| Ex. Pizza Hut<br>7223 KingGeorge | Mngr. Pat Clark 604-570-0000 | Jan. 06/2000 to June<br>30/2000 | Bus person<br>Promoted to server May<br>15/2000 |
|                                  |                              |                                 |   |
|                                  |                              |                                 |   |
|                                  |                              |                                 |   |
|                                  |                              |                                 |   |

**Community Involvement:** (volunteer work, coaching, leadership, events, etc.)

| Activity<br>Ex. food bank | Contact & ph#<br>Ex. M. Johnson<br>604-570-0000 | Role<br>Ex. volunteer food<br>sorter | Date<br>Ex. Sep. 2008 – June<br>2009 | Number of hours contributed<br>Ex. 1h/month <u>total</u> 10h |
|---------------------------|---|--------------------------------------|--------------------------------------|--|
|                           |   |                                      |                                      |  |
|                           |   |                                      |                                      |  |
|                           |   |                                      |                                      |  |
|                           |   |                                      |                                      |  |
|                           |   |                                      |                                      |  |
|                           |   |                                      |                                      |  |
|                           |   |                                      |                                      |  |

Highlight words below that best describe you: add other words as needed.

*Responsible*

*Caring*

*Motivated*

*Reliable*

*Communication skills*

*Punctual*

*Team player*

*Sincere*

*Sociable*

*Enthusiastic*

*Hardworking*

*Other:* \_\_\_\_\_

*Dedicated*

*Cheerful*

\_\_\_\_\_

*Excellent*

*Risk taker*

\_\_\_\_\_

*Academic*

*Takes initiative*

Write a concise paragraph about yourself, highlighting your main qualities & accomplishments and adding anything not covered by this form.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Post-Secondary Plans:**

Name of School:

\_\_\_\_\_

Starting semester:

\_\_\_\_\_

Name of Program:

\_\_\_\_\_

What is your career goal?

\_\_\_\_\_