



Kwantlen Park Secondary
10441 – 132nd Street, Surrey, BC V3T 3V3
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<https://www.surreyschools.ca/schools/kwantlenpark/Pages/default.aspx>

REQUEST FOR A LETTER OF REFERENCE

Your full name: _____ **Student #:** _____

To what organization is the reference going?

To whom and where is the reference to be addressed?

The purpose of the reference (eg: scholarship, job ...)

What courses are you taking this year? (Specify course name, grade level and current mark.)

_____	_____
_____	_____
_____	_____
_____	_____

In what extra-curricular activities, sponsored by Kwantlen Park, are you involved (eg: sports, clubs, student council...)?

In what other (non-school) activities are you involved (eg: guides/scouts, sports, fine arts)? Specify number of hours.

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In what volunteer and/or leadership experience have you participated (eg: group leader, hospital, coaching...)? Please be specific. Specify number of hours.

Do you have a part-time job? If so, state employer, length of service, number of hours, job responsibilities, etc.

Circle any words below which might describe you in any of the above situations. Add other words that describe you.

Motivated	reliable	academic	sincere	cheerful	enthusiastic
punctual	responsible	takes initiative	dedicated	hardworking	organized
caring	team player	sociable	risk taker	excellent communication skills	

Write a paragraph that describes you. Focus on the positive.

What are your post-secondary plans? Are you planning to attend university or college? What program do you intend to study? What is/are your career goals at this time?

Finally, if you have not attended Kwantlen Park since grade 8, please outline what other school(s) you have attended and when. Describe any extra-curricular activities, volunteer work, leadership opportunities, etc. in which you were involved.
