REQUEST FOR A LETTER OF REFERENCE

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This completed form and/or a resume should be given to individuals to aid in writing a letter

of recommendation for you. You give the letter writer at least 2 weeks advanced notice.

# Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To what organization/scholarship is the reference going: ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­**

**Specific plans after high school graduation, including career:**

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**What courses are you taking this year? (specify course name, grade level and mark or estimate).**

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**List all school activities including the years involved. (eg. Sports, clubs, student council…)**

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**List all community activities while in high school. (eg. Scouts/Guides, sports, fine arts, etc.) Please specify the duration of time and hours per week (*eg : Coaching soccer for 2 years, 3 hrs per week for 3 month season*)**

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**List all leadership positions held while in high school.**

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**List all honors and awards:**

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**Describe your work experience-paid**

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**Describe your work experience-volunteer and community service**

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**Discuss your personal goals.**

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**Discuss what makes you special and unique.**

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**List anything else that you think would be helpful in writing a letter of recommendation:**

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