

**REQUEST FOR A LETTER OF REFERENCE**

**\* Please include a Resume with your reference request and email both documents to your referee at least 2 weeks in advance.**

**Date Requested:**

**Date Needed:**

Your full name:

Pupil #

To what organization is the reference going?

The purpose of the reference:

If other please specify:

What courses are you taking this year?

Course/Grade	%		Course/Grade	%

What extra-curricular activities, sponsored by North Surrey Secondary are you involved in? (e.g. sports, clubs, student council, etc.)

Activity	Description (Dates, your role...)	Name of sponsor teacher/coach

Activity	Description (Dates, your role...)	Name of sponsor teacher/coach

What other (non-school) activities are you involved in? (e.g. guides/scouts, sports, fine arts etc.)

Activity	Description (Dates, your role...)

What volunteer and /or leadership experience have you participated in (e.g. group leader, hospital, coaching etc.) **BE SPECIFIC**

Activity	Description (Dates, your role...)	Name of sponsor/ teacher/coach	Through School	Community

Activity	Description (Dates, your role...)	Name of sponsor/ teacher/coach	Through School	Community

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

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<i>Motivated</i>	<i>Responsible</i>	<i>Caring</i>
<i>Reliable</i>	<i>Enthusiastic</i>	<i>Sociable</i>
<i>Academic</i>	<i>Takes initiative</i>	<i>Team player</i>
<i>Sincere</i>	<i>Dedicated</i>	<i>Excellent Communication</i>
<i>Cheerful</i>	<i>Risk- taker</i>	<i>skills</i>
<i>Punctual</i>	<i>Hardworking</i>	

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Write a paragraph that describes you. Focus on the Positive!  
 What are your post-secondary plans? Are you attending university or college?  
 What program do you intend to study? What is/are your career goals at this time?