

REQUEST FOR A LETTER OF REFERENCE

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:

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

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

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*)

List all leadership positions held while in high school.

List all honors and awards:

Describe your work experience-paid

Describe your work experience-volunteer and community service

Discuss your personal goals.

Discuss what makes you special and unique.

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