REQUEST FOR A LETTER OF REFERENCE

Today's Date: _____
Date Letter is Required: _____ *(please allow one week minimum)*
Your Full Name:_____
Student ID Number: _____

Name, title and address of the person/organization this letter is going to:
Example: Mr. Joe Sullivan _____
B.C. Hydro Power Pioneers Scholarships _____
333 Dunsmuir Street, 15th Floor _____
Vancouver, B.C. V6B 3R5 _____

This Letter of Reference is for:
☐ A Scholarship
☐ A Job
☐ Other: _____

COURSE LOAD THIS SCHOOL YEAR:

TERM 1		TERM 2	
Course Name & Grade Level *(Example: History 12)*	**Current Mark** (72%)	**Course Name & Grade Level** *Example: (English 12)*	**Current Mark** (80%)

HIGH SCHOOL ACTIVITIES: (*Teams, Clubs, Conferences, etc.)*

School and Activity *(Example: DWP Student Council)*	**Role** *(Ex: Secretary)*	**Date** *(Ex:June 2013 to June 2014)*	**No. of Hours** *(Ex: 2hrs/week)*

PAID WORK HISTORY:

Business Name & Location *(Ex: Pizza Hut, King George)*	**Supervisor Name & Number** *(Ex: Mgr., 604-570-0000)*	**Dates of Employment** *(Ex:June 2013 to Sept 2013)*	**Position/Duties** *(Ex: Bus person)*

COMMUNITY INVOLVEMENT: (*Volunteer Work, Coaching, Leadership, Events, etc.)*

Activity *(Ex: Food Bank)*	**Contact & Phone No.** (*Ex: Joe Smith, 604-570-0000*)	**Role** *(Ex: Food Sorter)*	**Dates** *(Ex. June 2013 to Sept 2014)*	**No. of Hours Contributed** (Ex:1hr per wk)

Circle words below that best describe you and other words as needed:

Responsible
Enthusiastic
Academic
Sincere
Cheerful
Takes Initiative
Reliable
Dedicated
Caring
Hard Working
Sociable
Team Player
Excellent Communication Skills
Punctual
Risk Taker
Motivated
Other: _____

Write a concise paragraph about yourself, highlighting your main qualities and accomplishments and adding anything that has not been previously covered on this form.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

POST SECONDRAY PLANS:

Name of School: _____ Starting Semester: _____

Name of Program: _____

What is your Career Goal? _____