

**DUCHESS PARK SECONDARY**

**Request for a Letter of Reference**

**Name:** \_\_\_\_\_

Date Reference Needed by: \_\_\_\_\_ (Please give at least 2 weeks)

Dear \_\_\_\_\_ (Teacher/or Other Reference)

Thank you for being willing to write a letter of reference for me. I have taken the time to fill out this sheet that I hope will assist you.

<p>Academic – Past description of my school results over the past 3 years. (ie. Principal’s List, Honour Roll etc.)</p> <hr/> <hr/> <hr/> <hr/>	<p style="text-align: center;"><b><u>Name of Reference Person</u></b></p>
<p>Classroom Work Habits – My best habits as a student (strengths: ie. Well organized, active participator, focused)</p> <hr/> <hr/> <hr/> <hr/>	
<p>School Extracurricular Activities – (List the activities you have been involved in throughout high school. IE: sports, music, drama, clubs, leadership. Include dates)</p> <hr/> <hr/> <hr/> <hr/>	
<p>Community Volunteer Work/Involvement – (List and describe any community volunteer work. Include the name of organization and dates)</p> <hr/> <hr/> <hr/> <hr/>	
<p>Employment History – (Outline your employment history. Provide dates, names of companies, tasks performed)</p> <hr/> <hr/> <hr/> <hr/>	
<p>Goals – (Education, jobs)</p> <hr/> <hr/> <hr/>	

