

# Request for a Letter of Reference

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

List the Scholarships/Bursaries you are applying for:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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

| Academic – Past description of my school results over the past 4 years. (eg. Principal List, Honour Roll etc.)   | Name of Reference Person |
|--|--------------------------|
| _____<br>_____<br>_____<br>_____   |                          |
| <b>School Extracurricular Activities</b> (List the extracurricular activities you have been involved in throughout high school. This includes your involvement in sports, music, drama, debating, clubs, leadership classes etc. Include the dates and year of involvement and accomplishment level) |                          |
| _____<br>_____<br>_____<br>_____   |                          |
| <b>Community Volunteer Work/Involvement</b> (List and describe any community volunteer work or involvement. Include the name of the organization, dates and year(s))   |                          |
| _____<br>_____<br>_____<br>_____   |                          |
| <b>Special Accomplishments</b> (List all certificates, awards, leadership roles etc. that you have earned both in the school and community)  |                          |
| _____<br>_____<br>_____<br>_____   |                          |
| <b>Employment History</b> (Outline your employment history. Provide dates of employment, names of companies and employers, tasks performed, etc.)  |                          |
| _____<br>_____<br>_____<br>_____   |                          |
| <b>Goals</b> (Education, jobs)   |                          |
| _____<br>_____<br>_____<br>_____   |                          |