



Please submit to your teacher 2 weeks before letter is required

Request for a Letter of Reference

Full Name: _____ Student #: _____

Teacher and class(es) taken with them: _____

Today's Date: _____ Date You are Requesting the Reference Letter by: _____
(allow minimum 1-2 weeks for referee to write)

This Letter of Reference is for: _____
(Scholarship, Job or Other: please list)

This Letter of Reference is to be written to:

- Name of Organization: _____
Title: _____ Address: _____
City, Country, Postal Code: _____

Or

- Dear Scholarship Selection Committee:
Title of Scholarship: _____
(you can add "General Scholarship" so the letter can be used for multiple scholarships)

Top 3 Grade 11 or 12 Marks (if currently in course, please include an accurate estimate)

Course	Teacher	Final Report Card Grade or projected mark
		%
		%
		%

1. Post-Secondary Plans

Which school will you be applying for?

What programs?

What is your ultimate career goal?



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Write in point form

Please provide specifics about years, grades, or months for each activity

2. **Community Service.** Describe all major instances of service to the community (YMCA, MOSAIC, Food Bank, etc...). **This is a summary of volunteer work completed outside of school.**
 - include years, months or specific dates for each item of community service.

3. List all **Leadership Positions** held (school, work or community). – include dates

4. Identify any **Awards or Recognition** you have received.

5. Describe any **Paid Employment** that you have completed.

6. Briefly describe **your most important community service, volunteer activity, or leadership role.**

7. If applicable, please briefly explain why your family is in financial need.

8. If this applies to you, please explain a (significant) challenge that you have faced in your life.

Highlight words below that best describe you:

Academic	Adaptable	Adversity	Caring	Cheerful
Dedicated	Enthusiastic	Excellent	Financial needs	Hardworking
Motivated	Punctual	Reliable	Responsible	Risk taker
Sincere	Sociable	Takes initiative	Team player	Continuous Learner