

REQUEST FOR REFERENCE LETTER

Please return the completed form to the _____ staff member providing the reference
a minimum of 3 weeks prior to the deadline for the reference letter.

Today's Date: _____

Date Letter is Required: _____ *(please allow three weeks minimum)*

Legal and Preferred Name: _____

Student I.D. #: _____

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:

Scholarship

Common Application

Employment

Other: _____

COURSE LOAD THIS SCHOOL YEAR:

TERM 1

TERM 2

Course Name & Grade Level <i>(Example: History 12)</i>	Current Mark (72%)	Course Name & Grade Level <i>Example: (English 12)</i>	Current Mark (80%)

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

School and Activity <i>(Example: Student Council)</i>	Role <i>(Ex: Secretary)</i>	Date <i>(Ex: June 2015 to June 2016)</i>	No. of Hours <i>(Ex. 2hrs/wk)</i>

PAID WORK HISTORY:

Business Name & Location <i>(Ex: Pizza Hut, King George)</i>	Supervisor Name & Number <i>(Ex: Mgr., 604-570-0000)</i>	Dates of Employment <i>(Ex: June 2013 to Sept 2015)</i>	Position/Duties <i>(Ex: Bus person)</i>

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

Activity <i>(Ex: Food Bank)</i>	Contact & Phone No. <i>(Ex: Joe Smith, 604-570-0000)</i>	Role <i>(Ex: Food Sorter)</i>	Dates <i>(Ex. June 2015 to Sept 2016)</i>	No. of Hours Contributed <i>(Ex: 1hr per wk)</i>

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.

Why do you think you would be a good candidate for this scholarship, opportunity, job, etc.

Extenuating Circumstances (optional): ex. Financial Hardship, Medical, Death in the Family, and any other difficulties you may have had to overcome.

POST SECONDARY PLANS:

Name of School: _____ Starting Semester: _____

Name of Program: _____

What is your Career Goal? _____

