Request for a Letter of Reference

# Name: Student #:

* **Write in point form**
* **Please provide specifics about years, grades, or months for each activity**

**Top 5 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?

**2. Community Service.** Describe all major instances of service to the community

(YMCA, City of Surrey etc…). **This is a summary of volunteer work completed outside of school.**

* include years, months or **specific dates** for each item and **name of organization**

**3. School Service or School-based Activities.** List all major instances of service to LA Matheson or participation in school-based activities including the years involved. (eg. Student Council, Yearbook, Senior Girls Basketball team etc…). This is a summary of your volunteer work and participation at school.

• include years, months, or specific dates for each item & name of organization

**4.** List all **Leadership Positions** held (school or community). – include dates & name of organization(s)

**5.** List all **Community Activities.** (community soccer, performing arts, cadets, dance, etc.)Please specify the duration of time and hours per week (*Soccer, Central City Breakers U12, U13, U14 teams, 5 hrs per week from 2015 to 2018)*

**6.** Identify any **Awards or Recognition** you have received – please be specific

**7.** Describe any **Paid Employment** that you have completed. Include position, name of employer, dates of employment, and immediate name of supervisor.

**8.** Briefly describe **your most important community service, volunteer activity, or leadership role.** Why was this experience important to you?

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

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