**LETTER OF REFERENCE REQUEST**

Student Name Grade TA/Home Rm

I’m applying for # Years at this school

My Career Goal is

I will need the letter by (date) & I will pick it up at/during (time/block)

**Some Guidelines:**

* When asking someone to write a letter on your behalf, be sure to give adequate notice – the sooner you ask, the better the letter you will receive.
* Supply as much information as possible about the purpose of the letter, i.e. Are you trying to meet a certain criteria? Attach info if possible.
* The following information will help the writer know all aspects of your life/accomplishments.
* Once you have filled the basics out you can make as many copies as you need, so you don’t have to write it over and over.

**SCHOOL ACADEMIC ACHIEVEMENT** i.e. marks, awards, pins, trophies, honor roll, principal’s list, etc, AND in what grades. List courses you are presently taking.

**SCHOOL SPORTS / ATHLETIC ACTIVITIES**  List teams and year, plus awards, trophies, etc.

BASKETBALL

VOLLEYBALL

RUGBY

FIELD HOCKEY

OTHER

COACHING, REFEREEING, SCOREKEEPING, etc.

**SCHOOL ACTIVITIES** Student Council, clubs, etc.

**OUTSIDE OF SCHOOL** Hobbies, interests, employment, clubs & organizations, volunteering details.

**MISCELLANEOUS** Any achievement that does not fit into the above categories. **ALSO,** your future aspirations and goals and any steps you have taken toward your goals.