

Reference letters

- Ask early, at least two weeks before you need it
- Choose one referee from each area: school (counsellor, teacher, administrator), job or volunteer placement, community organization you belong to or a family friend
- Reference letter should always include length and nature of your relationship, your qualifications for the award and what special attributes make you an outstanding candidate
- Give the referee a copy of your background information sheet
- You should have a minimum two reference letters, from two different sources
- Make copies; you don't want to run out or come up short for a last minute application
- Remember to check the scholarship application for specific referee guidelines
- Provide a referee's report form if your scholarship has one
- Please be sure to write a prompt, short thank you note to each of your referees

Mission Senior Secondary

Background Information for Letters of Recommendation

Keep this original and give a photocopy to each of your referees

Full Name: _____ Grade: _____

Address:

Home phone: _____ Cell phone: _____

Completed letter of reference required before: _____

Award I am applying for: _____

Base the following information on your Grade 11 & 12 years:

1. School attended in Grade 11: _____ Grade 12: _____

2. Academic achievements and awards:

3. School activities (clubs and groups): List positions held and major responsibilities:

4. Volunteer activities and service (include work experience placements):

5. Sports activities (school and community) achievements and awards:

6. Visual and performing arts involvement:

7. List any skills, training, and certificates you have beyond your high school program (music, swimming, CPR, FoodSafe etc.):

8. Seminars, conference and workshops attended:

9. List home responsibilities:

10. List part-time jobs or summer jobs you have had:

11. What are your post-secondary goals:

12. List other information you feel would be helpful in writing a letter of recommendation for you (personal qualities, special abilities, unusual circumstances, financial need):
