



Chemainus Secondary School
Letter of Reference Request

Student Name _____ Grade _____

I'm applying for _____ # years at CHSS _____

My Career Goal is _____

I will need the letter/checklist by (date) _____ and I will pick it up at/during _____

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. Are you trying to meet certain criteria? Attach info if possible
- The following information will help the writer know all aspects of your life/accomplishments.
- Once you have filled out the basics, make as many copies as you need to avoid having to fill out several of the same sheet

SCHOOL ACADEMIC ACHIEVEMENT – marks, certificates, awards, pins, trophies, academic average, AND in what grades. List courses you are presently taking.

SCHOOL ACTIVITIES – Student Council, Interact Club, Red Cross, etc., plus awards, trophies, etc. AND in what years

SCHOOL SPORTS / ATHLETICS – Teams, refereeing, coaching, scorekeeping, awards, trophies AND in what years

OUTSIDE OF SCHOOL – Hobbies, interests, employment, clubs & organizations, volunteering

MISCELLANEOUS – Any achievement that does not fit into the above categories

FUTURE ASPIRATIONS and GOALS – Give steps you have taken toward your goals
