**COWICHAN VALLEY OPEN LEARNING**

Reference Request

Student Name:       Date:

Scholarship/Bursary I am applying for:

# of years at CVOLC:       My career goal:

I would appreciate the reference letter completed by:

Some Guidelines:

* When asking someone to write a letter on your behalf, be sure to give adequate notice – the sooner you ask, the better
* **Supply your resume or fill out the questions below** in detail as they pertain to the scholarship/bursary.

**School Academic Achievements** – marks, certificates, awards, pins, trophies, academic average per grade. List courses currently enrolled in.

**School Activities** – Student Council, Leadership, DSAC, clubs, etc. Include years.

School Sports/Athletics – Teams, refereeing, coaching, scorekeeping, etc. Include years.

**Outside of School** – Hobbies, interests, employment, clubs/organizations, volunteering etc. Include years.

**Miscellaneous/Other**

**Future Aspirations/Goals** – Give steps you have taken toward your goals or steps you are currently taking.