**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.

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

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

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

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**Miscellaneous/Other**

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

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