

Grande Prairie Composite High School
POST-SECONDARY
REQUEST FOR A LETTER OF REFERENCE

Your full name: _____ Student # _____

To what organization is the reference going? (Person's name, Company name, and address):

The purpose of the reference: (e.g. scholarship, job, etc.)

What courses are you taking this year? (specify course name, grade level, and marks you get)

_____	_____
_____	_____
_____	_____
_____	_____

What extra-curricular activities, sponsored by the Comp are you involved in? (e.g. sports, clubs, student council, etc.)

What other (non-school) activities are you involved in? (e.g. guides/scouts, sports, fine arts etc.)

What volunteer and /or leadership experience have you participated in (e.g. group leader, hospital, coaching etc.) **BE SPECIFIC** _____

Do you have a part-time job? If so, give length of service, job responsibilities etc.

Circle any words below that might describe you in any of the above situations. Add other words that describe you.

motivated	reliable	academic	sincere	cheerful	positive
enthusiastic	punctual	responsible	enthusiastic	takes initiative	dedicated
risk-taker	hardworking	caring	sociable	outgoing	creative
team player	excellent communicator				

Write a paragraph that describes you. Focus on the Positive!

What are your post-secondary plans? Are you attending university or college? What program do you intend to study? What is/are your career goals currently?

If you have not attended the Composite High School since Grade 10, please outline what other school(s) you have attended and when. Describe any extra-curricular activities, volunteer work, leadership opportunities etc. in which you were involved.
