



REFERENCE LETTER REQUEST FORM

When requesting a reference letter, the more information you can provide about what you are applying for can enrich the reference letters you receive.

References are typically asked to speak to those activities for which you may have had direct knowledge, involvement, or experience in. Seek out references from a variety of people in your life that know you, or have worked with you (teacher, boss, coach, volunteer manager, etc.)

Fill out the form for each scholarship you are intending to apply for; and give a copy with a request to receive a reference letter. Remember to allow a minimum of two weeks when requesting a reference letter. Do not expect letters to be done in one day. Indicate when you need the letter by. Keep track of whom you have requested letters from, follow-up, and collect them. It is important to note when your scholarships are due by. This information is helpful to those you are requesting a reference from.

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STUDENT INFORMATION:

Name: _____ Student Number: _____

Student email: _____

SCHOLARSHIP DETAILS:

Name of Scholarship/Bursary: _____

Application Deadline: _____ Value \$ of Award: _____

Description of the Award (What are the Eligibility Criteria? What will the Selection Committee be looking for?)

Person to Whom the Letter Should be Addressed (if not known, use: Scholarship Selection Committee)

Name AND Address of the Organization Offering the Award:

Which of your qualities, skills or experiences do you feel should be highlighted?

What are your post-secondary plans? Do you have a career goal at this time?

Is there anything else you would like to mention that is important when composing this letter?

SUPPORTING DOCUMENTS: Indicate any documents you are providing with this request

Resume / Transcript / Sample Work

Date Letter Needed: _____

Outline / Draft of Application Essay

Date of Request: _____