



**REQUEST FOR A LETTER OF REFERENCE**

(a letter of reference is not required for Sullivan Heights internal Scholarships)

Today's date: \_\_\_\_\_ Date letter is needed for: \_\_\_\_\_ (allow 1 week minimum).

Your full name: \_\_\_\_\_ Pupil # \_\_\_\_\_

Name, title and address of the person/organization this letter is going to:

Ex. Mr. Glen Canning  
 BC Hydro Power Pioneers scholarships  
 333 Dunsmuir Street, 15th Floor  
 Vancouver, BC V6B 5R3

**This letter of reference is for:**

- A scholarship
- A job
- Other : \_\_\_\_\_

**Courseload this school year**

Term 1

Course name & grade level	Current mark
Ex. Sociology 12	72%

Term 2

Course name & grade level	Current mark
Ex. English 12	80%

**High school activities: (teams, clubs, conferences, etc.)**

School & Activity	Role	Date	Number of hours contributed
Ex. Sullivan Heights Student Council	Ex.secretary	Ex.09-2008 – 06-2009	Ex.2h/week total: 60 h

**Paid work history**

Business name & Location	Supervisor name and #	dates of employment	position/duties
Ex. Pizza Hut 7223 KingGeorge	Mngr. Pat Clark 604-570-0000	Jan. 06/2000 to June 30/2000	Bus person Promoted to server May 15/2000

