

Kitsilano Secondary School Student Profile for Reference Letter

Name: _____ Student # _____

The following information is to assist myself or another teacher in writing a reference letter. Please provide the most important details about yourself and what you want communicated in your reference letter. Students must all for a ***minimum of 2 weeks*** notice for reference letters and ***3 weeks*** notice for US Common Applications. You may provide the required information on this form OR on a separate sheet. Please attach all supporting/evidence documentation.

ACADEMIC ACHIEVEMENTS: List any special recognition you have received in Grades 8 – 11 (math competitions, top student awards, etc). This information will be especially important if you consider yourself eligible for academic awards and scholarships.

ATHLETICS/SPORTS: List school and community involvement, level of athletic achievement, years played, coaching, leadership in sports and any special recognition awards:

School:

Community

VOLUNTEER SERVICE IN SCHOOL: (Clubs, student counsel, ambassadors etc). Comment on the nature of your commitment (how often and for how long), your role and impact.

COMMUNITY VOLUNTEER SERVICE: (Community Centers, camps, community organizations, etc): Comment on the nature of your commitment (how often and for how long), your role and impact.

INTEREST AND SKILLS: List interest and/or other activities not mentioned above such as hobbies, special skills or abilities that you believe are important to be mentioned in your reference letter.

EMPLOYMENT EXPERIENCE: List any employment experience you have had in the last 2 years that has lasted beyond 2 months.

PASSION/PURPOSE: What are your academic and vocational goals? Where do you see yourself in the future. How do you see yourself contributing to your community, what are your enthusiastic or excited about?

CHARACTER: Describe a significant achievement or challenge that you have overcome and how it has influenced you.

PERSONALITY: Describe your personality in relationship to the type of student you are and how you plan for success.

FUTURE PLANS:

A: Career Options you are considering

B: Names of schools you are considering and the faculties (departments)

C: Indicate what and where this reference letter is for.

REFERENCE LETTER NEEDED BY:

_____ (DATE)