

## BACKGROUND INFORMATION FOR LETTERS OF RECOMMENDATION AND RESUMES

(Keep the original of this completed form and give a photocopy to anyone who will be providing you with a letter of reference.)

Full Name:	Grade:
Full Address:	Date of Birth:
	Award(s) for which I am applying:
	Date letter needed:

Base the following information on your Grade 11 and 12 years:

Schools attended in Grades 11 and 12:	
Academic interests and awards:	
School activities and service:	Offices held or description of responsibilities:
Community activities and services:	Offices held or description of responsibilities:
Sports activities: (school and community)	Awards and achievements:

<p>What skills or training do you have beyond your secondary school program? (swimming, music, refereeing, etc.)</p>
<p>What home responsibilities do you have?</p>
<p>What part-time jobs do you have?</p>
<p>What are your post-secondary goals?</p>
<p>List other information that would be helpful in writing a letter of recommendation for you. (Personal qualities, special abilities, unusual circumstances, financial need.)</p>

Choose one referee from each of the following:

1. School: teacher, counsellor, administrator
2. Part-time work or volunteer work
3. Community or organization you belong to, family friends

Inform your referees of:

- The title and criteria of the award for which you are applying.
- Particular attributes to be assessed in the letter of recommendation.

Your reference letter should always include:

- The length and nature of your relationship.
- Your qualifications for the award.
- Special attributes which make you an outstanding candidate.