

SJHS REFERENCE LETTER REQUEST

Name of Student

Name of Teacher

Name of Scholarship/Bursary/Program

Brief description of the scholarship and what the selection is based upon, such as academic record, financial need, volunteerism, etc.

Date of Request

Date Letter is Required By (see note at bottom of sheet)

Describe your activities and academic background while attending SJHS:

What makes you an ideal candidate for the scholarship? Considerations:

Have you experienced a personal hardship? Has someone recognized you for your character /volunteerism/ strong work ethic, etc.?

Advice to students requesting a reference:

1. Attach a resume.
2. Ask the teacher in person for a reference and give 1-2 weeks' notice, at least.
3. Ask a teacher who will give you a positive reference and someone who has taught or coached you at least one full semester/season.