

The Cariboo Charger

Reference Letter Form

Part of your application package for Scholarships is the reference letters you must get. These letters often help the decision makers decided between you and all the other candidates that may apply for the same scholarship. The people you ask to write your letter is very important. You should ask former employers (not a relative you work for), current employer, teachers, coaches, community leaders, and influential friends. Never ask friends or family members. The reference letter is a “sales” letter; its purpose is to sell you to potential donors. Fill out this form to the best of your ability with as much detail as you can, photocopy 3-4 of them and give one to person who will be writing a letter for you. Please give referees **2 weeks**’ notice to write your letter. If you give them little or no time to write, your letter may not inspire a scholarship donor to give you money. *Remember to give a thank you note or small gift to your referee for spending the time writing a letter for you. When you fill out the form, be descriptive and write in pen or type it out for your referee.

Education: (Course taken etc)

Future Goal/Educational Goal/Career Goal:

School Involvement: (Dates, what you did? Contributions)

Contribution to the Community: (Dates, what you did? Contributions)

Strengths:

Areas for Further Growth:

Abilities:

Skills:

Accomplishments: (Awards, Trophies, etc)

Describe your Character: