

Student Name: _____ Counselor Name _____
First Name Last Name

Hunting Hills High School **REFERENCE LETTER REQUEST FORM**

1. Place a check mark in the appropriate box(es).

I require a letter of reference for:

- An assignment.
- My portfolio.
- A job application. (Attach job posting)
- An application for a scholarship or award. (Attach scholarship posting)
- My post-secondary education application. (Attach Post. Secondary info)
- _____

2. List all your academic and extra-curricular achievements since you started attending Hunting Hills School.

3. List all the contributions that you have made to our community in the past four years. (i.e. Volunteering, activities, etc.)

4. List your three greatest strengths that you would like others to know about you. Please cite examples that illustrate these traits.

5. Please complete the following sentence.

I would appreciate receiving this letter on or before _____.
Fill in Date

Thank-you. This will help your teacher immensely!