**Byrne Creek Community School**

**Scholarship Reference Letter Form**

Scholarships require strong reference letters. Choose referees who will speak to the quality of your work as well as your character.

Letters that are specific to you will stand out from other applicants and get more attention from the scholarship committees.

**Who are the best referees?**

* employers (or former employers) who are NOT a relative
* coaches
* volunteer leaders
* community leaders
* mentors
* teachers
* *Generally…people who have observed you in your role and can give specific examples*

**Guidelines for asking referees**:

* give your referee at least 2 weeks to write your letter
* provide referees with a “bragging sheet” so that they can add specifics
* after receiving your letter, send a thank you card/email/note to the person… expressing gratitude is very important

**Summary for Scholarship Referee**

(give this to your referee along with your “bragging” sheet):

**Student name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education** (what courses have you taken? ACE-IT, AP, Trades, Arts etc.)

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**What is your last/current Grade Point Average (GPA) and/or average percent?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Educational Recognition** (Principal’s Honour Roll, Honour Roll, Work Ethic Award etc)

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**Future Goal/Educational Goal/Career Goal:**

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**School Involvement:** (Include dates, **hours**, quality of contributions)

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**Community Involvement:** (Include dates, **hours**, quality of contributions)

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**Tell your referee a little more about yourself and your character**

**Strengths/Abilities:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Skills**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Accomplishments**: (Awards, Trophies, Certificates etc.)

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**Describe your Character:**

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**Include any other information that may strengthen your application** (significant learning experiences, hardships, financial need etc.)

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