

School or Community Volunteer Work: Some students don't like free time on their hands or feel strongly that they need to give back to their community. List any volunteer work you have done (not associated with course work). Examples are Peer Tutoring, Red Cross, Run for the Cure, etc.

Organization Volunteered for	Role	Length of Involvement	# hours/month	Sponsor

Previous Work Experience: List previous paid work you have done around the school or in the community (eg. McDonalds, babysitting, etc.). List your most recent job first and work backwards.

Employer	Responsibilities	Skills Developed	When

Personal Interests: List anything you do when you have spare time (ie. hobbies, musical instruments played, poetry/music/artistic compositions, photography, coding, etc.).

Future Plans: To help the author of your reference letter, provide them with your plans (short term and long term) for your post-secondary education/career? Where are you applying and for what programs? If not, what job/career are you intending to pursue? Also include your financial plan and/or financial need to achieve your goals.

References: List three (3) people (not just from school) and their contact information whom you could ask for a reference.

Person	How they know you/Relation to you?	How would they describe you?