



# Reference Letter Request Form

## Student Information:

Student Name

Date of Request

Student Email Address

## Scholarship Details:

Scholarship Name

Application Deadline

Sponsor

Amount of Award

**Description:** (What type of award is it? What are the eligibility criteria? What is the selection committee looking for?)

## Reference Letter Requirements

Person to whom the letter should be addressed: (Ideally you have the full name and title of the person to whom the application is being submitted. If you don't have the name, address the letter to the scholarship or organization. Avoid using "To Whom It May Concern".)

Length or formatting requirements:

**If you need a personal reference from an instructor/coach of academic classes, sports, visual or performing arts, the following information will help him/her write a good reference.**

**Organizations/Extracurricular Involvement:** I've been part of (# of years):

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**Achievement and Awards:** I'm proud of being part of and/or I've been awarded:

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**Part-Time Jobs:** I've worked at – if you've had responsibility for cash, dealing with the public, supervising a crew...mention it (# hrs/yrs) & organization/employer):

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**Volunteer Work:** Efforts in my community/family church, etc.:

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**Ambitions/Career Interests:** Short & long term:

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**Hobbies/Interests:** I've developed an interest in...:

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**Computer Skills:** Indicate program names, etc.:

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**Extra Ordinary/Cultural Skills:** Ex. Language fluency:

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**Family Responsibilities:** Chores, animal care, etc.:

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**Travel/Exchanges:** Self/Family? Where? When?:

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