



SIR CHARLES TUPPER SECONDARY SCHOOL

419 East 24th Avenue, Vancouver, B.C. V5V 2A2

Telephone: (604) 713-8233 ♦ Fax (604) 713-8232



Letter of Reference Application:

In order to be considered for a school-based scholarship or nominated for an external scholarship, please return this form typed and printed to your counsellor.

Name: _____

Student Number: _____

Date: _____

Email Address: _____ (I will email you when it is done)

I need this reference to apply for:

Please include the address and full name of the employer or scholarship committee and a copy of the scholarship description (if applicable)

I need this reference by _____ (date)

(You must give me **two weeks notice** for your first reference letter, and one week's notice for subsequent letters).

You must also include a current resume that you will attach to this sheet.

Academic (List and describe any significant academic achievements since grade 8, including Honour Roll/Principal's list or any academic awards you received)

Extra-Curricular Activities & Athletics (List all activities that you have been involved in at Tupper since grade 8 and any athletic awards you may have received)

Volunteer Activities (outside of Tupper, list any community activities you are involved in)

Work Experience (do you have a part-time job, have you done a work-experience placement through Tupper? Describe.)

Anything Else? (The more I know, the better your letter will be. This is a good place to confidentially note any major challenges you have faced that could impact your future plans... i.e., significant financial hardships in the family, single-parent households, etc.)

Your Future Career Goals/Dreams:

Attach an additional sheet if the space provided is not enough.

This form is CONFIDENTIAL. I will keep this reference sheet on file for the rest of the year. Only students with excellent attendance and without discipline issues will get a reference from me.

Questions/concerns? Please email your counsellor. Good luck!