

This form is designed for the student to complete. The student can then give the completed form to the person they are requesting the reference from. Reference letters do not need to follow this format, this is merely a helpful tool to those who may need extra information.

STUDENT REFERENCE LETTER INFO SHEET

Name _____

Date _____

Relevant courses and grades for graduating year

_____	_____	_____
_____	_____	_____
_____	_____	_____

School or Community Activities

Volunteer Work

Special Achievements or Awards that you have received (e.g., Honour Roll, School Service, Academic competitions, Athletics, Visual/Performing Arts or Technology/Business, etc.).

Employment

Post-Secondary / Career Plans

Special Skills or Certificates (e.g., music, swimming, first aid, Foodsafe, driver's license, etc.)

Other Information (e.g. strengths, hobbies, interests, challenges faced, leadership experience, etc.)

Are there length or formatting requirements? (eg. one page only, double spaced, 12 font)

Check "yes" if reference letter must be on letter head

☐ yes

Check "yes" if reference letter must be signed and sealed in an envelope

☐ yes

Thank you very much for your time in writing this letter.



Personality/Character Descriptors

Able	Determined	Hands-on	Organized	Sensitive
Active	Devoted	Hardworking	Outgoing	Serious
Adventurous	Diligent	Helpful	Patient	Sharp
Ambitious	Diplomatic	High-Potential	Persevering	Sincere
Analytical	Disciplined	Honest	Persistent	Skilled
Animated	Dramatic	Honorable	Personable	Skillful
Artful	Driven	Hospitable	Persuasive	Smart
Aspiring	Dynamic	Humble	Pioneering	Sophisticated
Assertive	Eager	Humorous	Pleasant	Spirited
Athletic	Easygoing	Imaginative	Poised	Spunky
Attentive	Effective	Impactful	Polished	Straightforward
Bold	Efficient	Independent	Polite	Strategic
Brave	Eloquent	Industrious	Popular	Strong
Bright	Encouraging	Innovative	Positive	Studious
Brilliant	Energetic	Insightful	Practical	Successful
Capable	Enterprising	Inspiring	Pragmatic	Supportive
Careful	Enthusiastic	Intelligent	Precise	Sympathetic
Caring	Entrepreneurial	Intuitive	Proactive	Tactful
Charismatic	Ethical	Inventive	Problem-solver	Talented
Cheerful	Experienced	Joyful	Professional	Talkative
Clever	Expert	Judicious	Proud	Team Builder
Communicative	Expressive	Keen	Punctual	Team Leader
Compassionate	Exuberant	Kind	Realistic	Team player
Competitive	Facilitator	Knowledgeable	Reliable	Technical
Competent	Fair	Laid-back	Resilient	Tenacious
Confident	Faithful	Lively	Resourceful	Thankful
Conscientious	Fearless	Leader	Respectful	Thorough
Considerate	Flexible	Logical	Responsible	Thoughtful
Consistent	Focused	Loyal	Responsive	Tireless
Constructive	Forgiving	Mature	Results-driven	Trustworthy
Cooperative	Forward-Thinking	Mechanical	Results-oriented	Truthful
Courageous	Friendly	Methodical	Risk-taker	Understanding
Courteous	Fun-loving	Meticulous	Savvy	Unselfish
Creative	Generous	Modest	Self-centred	Veracious
Curious	Gentle	Motivated	Self-confident	Versatile
Decisive	Giving	Objective	Self-directed	Visionary
Dedicated	Goal-oriented	Observant	Self-disciplined	Well-balanced
Dependable	Graceful	Open-minded	Self-giving	Well-versed
Detail-Oriented	Grateful	Optimistic	Self-reliant	Wise

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