

BURNETT REFERENCE LETTER RESUME

Note: If you are asking for a reference letter, please give your counsellor two weeks notice.

Reference letters take time to write and counselors cannot provide a letter on short notice.

This reference letter resume must be completed and submitted, in order to receive a letter.

Name: _____ Student #: _____

<i>Post-Secondary Institution Selection: What universities/colleges/trade schools have you applied to?</i>
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First choice: _____ Program/Faculty: _____

Second choice: _____ Program/Faculty: _____

After post-secondary study, what profession or employment do you hope to enter?

Why are you interested in this profession?

What three adjectives best describe yourself and why did you choose these?

What are your strengths?

What is one area that you feel you need to improve on?

Please give me the names of three teachers at Burnett who know you the best.

In-School Service: *List any volunteer work that you have engaged in at the school from grade 8 to 12. (Do not include career prep hours, course work (leadership/the school stores/PE incentive), paid peer tutoring and paid athletic services.)*

Title: _____ hours **Teacher Sponsor:** _____

Description:

Title: _____ hours **Teacher Sponsor:** _____

Description:

Title: _____ hours **Teacher Sponsor:** _____

Description:

Community Service: *Please list any volunteer work in the community (Do not include career prep hours or course work.)*

Title: _____ **Year(s):** _____ **hours**

Contact name: _____ **Contact phone number:** _____

Description:

Title: _____ **Year(s):** _____ **hours**

Contact name: _____ **Contact phone number:** _____

Description:

Title: _____ **Year(s):** _____ **hours**

Contact name: _____ **Contact phone number:** _____

Description:

Student Council: *List the positions that you held from grades 8-12.*

Grade 8: _____

Grade 11: _____

Grade 9: _____

Grade 12: _____

Grade 10: _____

School Clubs: *List all the school clubs that you have been involved in from grade 8 to 12. Please include the name of the teacher sponsor.*

Grade 8: _____

Teacher Sponsor: _____

Grade 9: _____

Teacher Sponsor: _____

Grade 10: _____

Teacher Sponsor: _____

Grade 11: _____

Teacher Sponsor: _____

Grade 12: _____

Teacher Sponsor: _____

Community Clubs: *Please include any community clubs you have been involved in from grade 8 to 12. Please include a contact person and a phone number at which they can be reached.*

Title: _____

Year(s): _____

Contact name: _____

Contact phone number: _____

Title: _____

Year(s): _____

Contact name: _____

Contact phone number: _____

Title: _____

Year(s): _____

Contact name: _____

Contact phone number: _____

Theatre: *List your involvement in any school productions from grades 8 to 12.*

Grade	Production	Part/Role in Production
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____

Community Athletics: *List the sports teams that you have played for in the community. Please include a contact person and a phone number at which they can be reached.*

Grade:	Community Team	Contact Person
8	_____	_____
	_____	_____
9	_____	_____
	_____	_____
10	_____	_____
	_____	_____
11	_____	_____
	_____	_____
12	_____	_____

School Athletics: *List the sports teams that you have played for at Burnett. Please include the name of your coach or teacher sponsor.*

Grade:	Team	Coach/Teacher Sponsor
8	_____	_____
	_____	_____
9	_____	_____
	_____	_____
10	_____	_____
	_____	_____
11	_____	_____
	_____	_____
12	_____	_____

Athletic Awards: Please list the name and year of any special championships or athletic awards that you have received (All-Star Awards, MVP Awards, gold or silver medals, Top Athlete Award, B.C Champions, National Champions etc.)

_____ year _____ year _____
_____ year _____ year _____

Music: I play the following instrument(s) _____

Achievements: What have you achieved in the music community - either in level of theory or in performance)

_____ Year: _____
_____ Year: _____

Awards: Have you won any awards in this area?

_____ Year: _____
_____ Year: _____

Academic Contests: Have you been involved in any academic contests? (ie. Euclid Math Competition, Avogadro Chemistry Content, Writing Contests)

Contests:	Results	Contests:	Results
_____	_____	_____	_____
_____	_____	_____	_____

Employment: List any jobs that you have held in the past 3 years and the length of time you were at or have been at each job. Also include your supervisor's name.

Title and Organization/Company:	Duration:	Supervisor:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Hobbies and Interests: *What do you like to do for fun?*

What is something your Counsellor probably doesn't know about you?