

## HUGH BOYD REFERENCE LETTER RESUME

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**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><b>Post-Secondary Institution Selection:</b> 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?**

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**Why are you interested in this profession?**

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

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**What are your strengths?**

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

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**Please give me the names of three teachers at Hugh Boyd who know you the best.**

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**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/peer tutoring/athletic council)).*

**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 HBSS. Please include the name of your coach or teacher sponsor.

Grade:	SLSS 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)

<b>Contests:</b>	<b>Results</b>	<b>Contests:</b>	<b>Results</b>
_____	_____	_____	_____
_____	_____	_____	_____

**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.

<b>Title and Organization/Company:</b>	<b>Duration:</b>	<b>Supervisor:</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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

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