

**Centre for Further Studies and Careers**  
**Recommendation / Reference Letter Request Form**

(CFC/Form R2)

Student's FULL Name: \_\_\_\_\_ Current Class: \_\_\_\_\_

Application for: UK / UCAS / US / Common Application / Australia / Canada / Jupas / Non-Jupas / Others: \_\_\_\_\_

Programme you are applying for: \_\_\_\_\_

Please fill out the items in descending order starting from those in the most recent year.

**1) INSIDE SCHOOL (Honors and Awards, Clubs and Societies, Leadership and Community Service...etc)**

Year / Class	Position / Achievement / Award	Teacher-in-charge
<i>e.g. 2008-09 / 7D</i>	<i>Class Captain</i>	<i>Mr KL Li</i>

**2) OUTSIDE SCHOOL (Honors and Awards, Extracurricular Activities, Volunteer Work, Hobbies and Interest...etc)**

Year / Class	Position / Achievement / Award	Teacher-in-charge / Organizer (if applicable)
e.g. 2008-09 / 7D	1 <sup>st</sup> Runner-up English Solo Verse	58 <sup>th</sup> HK Schools Speech Festival

3) List 3 **adjectives** or **attributes** that you believe describe you:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

4) Share some examples of how you have **demonstrated** those attributes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Below are a list of attributes you may use (or use your own!)

risk-taking	motivated	takes initiative	confident
creative	honest	reliable	open-minded
punctual	positive	humorous	happy
disciplined	dependable	outgoing	critical

**Please return the completed form together with photocopies of your Report Sheets, Certificates...etc to the Centre for Further Studies and Careers.**