RECOMMENDATION/REFERENCE LETTER REQUEST FORM

(Form R2)

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

Student's FULL Name: _____

INSIDE SCHOOL (Honor and Awards, Clubs and Societies, Leadership and Community Service...etc)

Current Class: _____

Year / Class	Position / Achievement / Award	Teacher-in-charge (contacted?)	*(for CFFS use)*
e.g. 2007-08/ 4B	*Class Captain*	*Mr KL Li (yes)*	

OUTSIDE SCHOOL (Honors and Awards, Extracurricular Activities, Volunteer Work, Hobbies and Interests... etc)

Year / Class	Position / Achievement / Award	Teacher-in-charge / Organizer (if applicable)	*(for CFFS use)*
e.g. 2007-08/ 4B	*1st Runner-up English Solo Verse*	*58th HK Schools Speech Festival*	

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

1. _____
2. _____
3. _____

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

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

_____

_____

_____

_____

_____

_____

_____

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