RECOMMENDATION/REFERENCE LETTER REQUEST FORM

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

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

<table>
<thead>
<tr>
<th>Year / Class</th>
<th>Position / Achievement / Award</th>
<th>Teacher-in-charge (contacted?)</th>
<th>(for CFFS use)</th>
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</thead>
<tbody>
<tr>
<td>e.g. 2007-08/4B</td>
<td>Class Captain</td>
<td>Mr KL Li (yes)</td>
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<tr>
<td>Year / Class</td>
<td>Position / Achievement / Award</td>
<td>Teacher-in-charge / Organizer (if applicable)</td>
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<td>e.g. 2007-08/4B</td>
<td>1st Runner-up English Solo Verse</td>
<td>58th HK Schools Speech Festival</td>
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</table>

List 3 adjectives or attributes that you believe describe you:

1. ____________________________
2. ____________________________
3. ____________________________

Share some examples of how you have demonstrated those attributes:

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

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