

Reference Information Template

Use this form to gather the necessary information for writing letters of recommendation for scholarships or employers or to respond to requests for job references.

Name:	
Dates of service:	
Volunteer Supervisor/ Contact Info:	
Student Volunteer Leader role:	
Primary Duties:	
Highlights and Accomplishments:	
Professional Skills Developed or Enhanced:	
Challenges Faced or Barriers Overcome:	
Any additional information (interpersonal skills, special aptitudes, connection of this position to future educational/career plans, etc.):	

This tool was adapted from a form created by Schools of Hope, a VISTA program in Madison, Wisconsin. The original form is available at encorps.nationalservicerresources.org.

This resource was created by Hands On Network, a Corporation for National and Community Service training and technical assistance provider. For more information on leveraging additional volunteers, contact Hands On Network at training@handsonnetwork.org or 404-979-2900.