



**NINESTILES**  
AN ACADEMY

# Reference writing

# What to include

- Subjects studied
- Qualifications gained
- Career interests/ university/ college
- Work experience
- Hobbies/extra-curricular activities
- Anything else

# What not to include

- Behaviour
- Attendance
- Achievement (predicted grades, achieved grades)
- All of these are automatically generated by the school

Future interests

Relevant subjects

John is a conscientious and polite student, with an interest in studying actuarial science at university, with the eventual aim of becoming an actuary. In order to achieve this, he has chosen statistics at GCSE, and is doing additional maths in form. John has already achieved a GCSE in German.

During his year 10 work experience, John worked at CGUE Accountancy Firm in Birmingham, where he was responsible for filing important documents, taking minutes at meetings and enjoyed seeing the day to day running of a busy financial firm. John has also volunteered at his local scout group, where he has enjoyed organising activities and developing his leadership skills.

Outside of school John takes part in a range of activities, such as St John's Ambulance, Air Cadets and football. These activities have helped him develop his leadership, discipline and time management, attributes he clearly demonstrates in school. John has also achieved maths challenge gold certificates in years 7-11, his Duke of Edinburgh Silver award, as well as representing the school on open evenings and in football tournaments.

John is a very capable student and would make an excellent addition to your college.

Work experience and responsibilities

Skills gained

Extra curricular with character traits

Other notable achievements

# Pointers

- The more you give us, the better your reference
- Think about skills colleges want
- Don't lie- you will be caught out
- Its okay to not know what you want to do
- You've done more than just watch tv and play Fortnite, think about it!

Name: SEVEY M Tutor group: 11-12

Subjects studied: *clarify single/ combined science. Give reasons as to why you have chosen your options, do they relate to your career interests/ college courses? Are there any subjects that you particularly enjoy?*

Maths  
science  
English  
PE  
I Like Maths

Qualifications gained: *Have you gained any GCSEs already? Any outside qualifications (First aid, sports leadership etc)*

No.

Career interests/ University/ College: *What do you want to do in future? Career/ university/ college courses?*

Dunno

Why do you want to do it? *Interested in it/ want to help people/ enjoy it?*

Money

Work experience:

Where did you do it?

shop

What did you do when you were there?

Dont know

What did you enjoy?

Nothing

Did it help you decide what you do/don't want to do?

No

What skills did it help you develop?

None

Hobbies/extra-curricular: *Do you attend any after school clubs?*

No

Any clubs outside of school (scouts, cadets, football) *What skills have you developed?*

Fighting

Have you got any positions of responsibility? *(Head boy/ girl/ sports captain/ SU)*

No

Anything else: *Is there anything else that you can think of that a college would be interested?*

Name: <u>Chrissy G</u>	Tutor group: <u>11-1</u>
Subjects studied: clarify single/combined science. Give reasons as to why you have chosen your options, do they relate to your career interests/college courses? Are there any subjects that you particularly enjoy?	
Combined Science Maths Eng lit Englang	Geography Spanish Statistics I chose statistics because I want to do accounting. I chose Spanish because I really enjoy languages.
Qualifications gained: Have you gained any GCSEs already? Any outside qualifications (First aid, sports leadership etc)	
Sports Leader Grade 6 piano Level 2 kayaking Life Guard certificate	G.C.S.E German D&E Bronze + Silver
Career interests/ University/ College: What do you want to do in future? Career/ university/ college courses?	
unsure, but keeping options open. Accountancy interests me	
Why do you want to do it? Interested in it/ want to help people/ enjoy it?	
I like maths and found my work experience v. interesting	
Work experience:	
Where did you do it?	
RLYW accountancy LTD	
What did you do when you were there?	
Helped file Answered phones Took minutes	saw client meetings.

What did you enjoy? I liked seeing how a business is run, with the client satisfaction.
Did it help you decide what you do/don't want to do? It has kept me interested in accountancy - have organised further work experience because of it.
What skills did it help you develop? - Time Management - Phone manner - Organisation - Punctuality
Hobbies/extra-curricular: Do you attend any after school clubs?
- Football - Cross country - Chess - Raspberrypi
Any clubs outside of school (scouts, cadets, football) What skills have you developed?
Scouts volunteer at OxPam kayaking I read to old people. Piano lessons
Have you got any positions of responsibility? (Head boy/ girl/ sports captain/ SU)
I have been a member of the SU, this has helped me develop my confidence in public speaking
Anything else: is there anything else that you can think of that a college would be interested?
4 Gold Maths challenge Certificates in yr 7,8,9,10 volunteer at Open evening Tutor my cousin in maths



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The more you help us, the more we  
can help you