

EXAMPLE 1 - VOLUNTEERING



Volunteering Reference

[Your name here]

Jake Example is a junior referee at Belsouth Football Club.

As well as being a very capable referee, **Jake** has shown a willingness to help advance the cause of refereeing more broadly.

Most weekends during 2017 and 2018 **Jake** volunteered to help with a range of club activities for up to three hours per week over the 16 week season.

Kind Regards,

Referees Coordinator,
Belsouth Football Club
02 6288 XXXX

EXAMPLE 2 - CERTIFICATE OF PARTICIPATION



This is to certify that

[Your name here]

**Attended the National Youth Science Forum January
Session 2019**

CEO, NYSF

EXAMPLE 3 - PAID OR UNPAID EMPLOYMENT



10 May 2019

To Whom it May Concern,

This letter serves to confirm that **Jennifer Example** was employed as a life guard at Adventure Park, Geelong, Victoria from 20 October 2018 through 4 May 2019.

During this period, **Jennifer** worked anywhere from 8 hours per week, up to 25 hours as required.

Front of House Duty Manager,

Adventure Park Geelong

(03) 5882 XXXX

Note: Payslips are also acceptable supporting documentation for paid employment.

EXAMPLE 4 - STUDENT REPRESENTATIVE

St Leo's College

To Whom it May Concern,

Meera Sharma is a student at St Leo's College. From Term Four 2018 to the end of Term Three 2019, **Meera** will hold the position of College SRC Co-captain.

With regards,

Mrs Elizabeth Phelps

Deputy Principal
March 2019

EXAMPLE 5 - CAST OR CREW MEMBER

Ogilvie High School



To Whom it May Concern,

Inga McCrossin has participated in co-curricular Drama activities at Ogilvie High School.

In 2018 **Inga** was part of the cast of "*Hamilton*". As part of the cast, Inga was involved in an extensive rehearsal process over a period of 5 months, with approximately 8 hours of rehearsals each week.

Cheers,

Mr Gary Parker

Drama Teacher, Ogilvie High
February 2019

SOMERSET Storyfest™

[Your name here]

**was shortlisted in the 2018 Somerset National
Novella Writing Competition.**

EXAMPLE ONLY

EXAMPLE 7 - TEAM SPORT

20 September 2018

To Whom it May Concern,

Michael Norton has been part of the Monaro Panther's Under 18s Division 3 Team during the 2018 season. **Michael** participated in the entire season, playing weekly between April 2018 and September 2018.

Cheers,

Mr David Thorpe

Team Coach - Under 18s Division 3
0418 123 XXX