



NIGHTHAWK BRAG SHEET



Please fill out this form as accurately and completely as possible. Don't be afraid to "brag" about yourself! You should give one copy to each person you are asking to write a letter. Ideally you will give your recommender 2 weeks notice.

Date I need letter by: _____

Full legal name

Name you go by

Grade

Cell Phone

Email address

Explain why you need this letter of recommendation. (Please provide details about the college, scholarship, or job you are applying for, and make sure you have spelled everything correctly.) _____

List ALL activities and leadership roles beginning with 9th grade clubs, organizations and/or athletics:

Name	Years involved	Office/ Position held

Work Experience: (Past and present)

Employer	Position	Dates

Community Service: Many colleges and scholarship programs are now emphasizing community service. List ways you have given back to the community. Give dates, approximate hours spent and what you did.

Organization/ Location	Service Provided	Years	Hours

Awards and Honors:

Name of award	Reason for award	Year received

List honors classes /AP classes (if any) OR subjects/courses you have done well in:

Plans after leaving high school: (Do Not Leave Blank)

- College (this includes **all** community colleges, CSU, UC and/or privates)

List schools you plan to apply to:

- Military

Branch:

- Work

Where, doing what?

Career Goal: (What do you want to be when you “grow up”?)

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1st choice

2nd choice

3rd choice

What do you consider your **strongest personal asset**?

What three **adjectives** best describe you?

Is there anything else you would like for someone writing a recommendation to know about you? (Include any adversity, hardship or obstacle you have overcome; accomplishments you’re particularly proud of, other languages spoken, etc.)

IF ANY INFORMATION CHANGES DURING THE YEAR PLEASE UPDATE THIS FORM.