

Brag Sheet/Letter or Recommendation Form

Allow the teacher you request a letter of recommendation from 3-4 weeks to complete it.

Type out the answers below and email them along with your request. The goal is to provide the writer with helpful details that they can include when creating your recommendation letter, making it easier for them to recall specifics about projects, awards, obstacles that were overcome, and other accomplishments.

Feel free to include your own topics and/or stand out qualities that are not listed on this sheet.

Recommendation is for: ☐ College Application ☐ Scholarship Application ☐ Job Application

Student First Name _____ Student Last Name _____

Grade _____ Student ID # _____ Student TUSD Email Address _____

Today's Date _____ Recommendation Due Date _____

- ❖ List the name of the course(s) you took with this teacher, including the grade you were in (9,10,11,12, or other)

Grade _____ Course/Subject _____

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- ❖ Area(s) of Interest/Career/Program/Major of Study _____

- ❖ Top 3 Colleges applying to _____

- ❖ Academic Background (Attach your unofficial transcript as a reference)

Current Semester GPA _____ Cumulative Overall GPA _____

- ❖ Describe a project that you worked on in this class that you are proud of _____

- ❖ Describe a lesson/topic/subject in this class that you enjoyed and why _____

❖ Describe other classes/academic subjects that you enjoy most and why_____

❖ Why do you feel you are best suited for what you are applying to (college/scholarship/position)?

Provide 4-5 adjectives to describe and highlight your positive traits_____

❖ Describe something significant/special that you have done and how it has helped you or others _____

❖ What hardships or obstacles have you overcome and how did you grow from this experience (such as poor semester grades due to serious illness)? _____

❖ Feel free to include your own topics and/or stand out qualities that are not listed on this sheet that you want to share

❖ Extra-Curricular Activities (clubs, student government, sports, hobbies, etc.)

Extra-Curricular Activities	Positions/Role	Responsibilities	Hours	Month/Year

❖ Community Service

Community Service Organization	Positions/Role	Responsibilities	Hours	Month/Year

❖ Special Recognition

Grade	Honors/Awards/Projects (student of the week/year, end of year academic awards, service awards, etc.)

❖ Other

Place of Employment (paid or unpaid)	Position & Responsibilities	# hours/week

Educational / Summer Programs	Description/Topics/Research & Educational Benefits

Teachers: A strong letter of recommendation can make all the difference in a student's college, scholarship, or job application. Try to highlight a student's academic achievements, character, and potential for success.

Ink sign the letter and put it on letterhead with your **school contact information** (email and extension).

Introduction

1. The first line should provide the full name of the person that you are recommending.
2. Consider making the letter general so that it can be recycled for scholarships (i.e. do not put "the student would be great at your campus" because it might be used for a scholarship).
3. State how long you have known the student and in what context.

Body

1. **Discuss the student's work in your classroom.**
 1. Is it timely, organized, creative, thorough, neat, insightful, unusual?
2. **Describe how the student interacts with peers and adults/learning environment.**
 1. Do they have good people skills? Are they kind/sympathetic/considerate?
 2. Leadership: Do they lead by example or do they take charge? Do they work well in small groups? Participate actively and/or respectfully in whole class discussion? Work well independently? Understand how to break down complex tasks? Suggest modifications to assignments that make them more meaningful? Support weaker students?
3. **Describe the things that you will remember about the student.**
 1. Go beyond diligence and intelligence: Talk about humor, courage, kindness, patience, enthusiasm, curiosity, flexibility, aesthetics, independence, courtesy, stubbornness, creativity, etc.
 2. Talk about work ethic if you can.
4. **Describe how the student reacts to setbacks/challenges/feedback.**
 1. How do they handle academic challenges? Come to tutoring? Request extra work? If a particular area showed marked improvement over the year, explain what the student did to make it happen.
 2. Do they ask for help when needed? Do they teach themselves? Do they monitor their own learning? Do they apply feedback/learn from mistakes?
5. **Include only first-hand knowledge of extracurricular involvement.**
 1. Extracurriculars only matter because they show something about the student—a passion, a skill, a talent. The extracurricular is going away—what will they take with them? What will they bring to campus?
 2. Extracurricular achievements are best used as examples to demonstrate earlier points, not as a goal/paragraph in themselves.
 3. If you are a sponsor, think beyond the activity itself—think about reacting to setbacks, supporting team members, organizing events, making suggestions that changed how the team/group did things, setting an example, and growth over time.

Conclusion

1. State what the student will bring to an institution (NOT why the student deserves acceptance).
2. Summarize the student's qualities and accomplishments that you wish to emphasize.